United States
Government
Printing Office

# A Practical Guide To the Superintendent of Documents Classification System

pr 88

# A Practical Guide To the Superintendent of Documents Classification System

NEWARK PUBLIC LIBRARY

APR 10 1986

U. S. GOVT. PUBS.
DEPOSITORY 375

Prepared under contract no. 11,114
by Mae S. Collins
March 1984
Edited by: Jorge E. Ponce
September 1985

Classification and Cataloging Branch
Library Programs Service
Superintendent of Documents
U.S. Government Printing Office
Washington, D.C.

GP 3.29:

READEX MICRO best copy available

# A Practical Guide to the Superintendent of Documents Classification System

## Contents

1-86


Introduction ..... 2
Components of a class ..... 2
Chapter 1, Author Symbols (before the period) ..... 3
Section 1, Departments and Independent Agencies ... 3
Practical application ..... 3
New agency classes ..... 4
Problems ..... 4
Joint publications ..... 4
Publications prepared by one agency for another ..... 4
Section 2, Subordinate Offices ..... 5
Practical application ..... 6
Joint publications ..... 6
New subordinate offices (level 2) classes ..... 7
New classes for 3rd and 4th level organizations ..... 7
Problems ..... 8
Chapter 2, Series Designations (after the period) ..... 9
Standard reserved and category classes ..... 9
Additional series ..... 10
Subject related series ..... 10
What to include in the category classes ..... 10
Annual reports ..... 10
General publications ..... 10
Bulletins and circulars ..... 10
Laws ..... 10
Regulations, rules, and instructions ..... 11
Decisions and Orders ..... 11
Press releases ..... 11
Handbooks, manuals, guides ..... 11
Bibliographies and lists of publications ..... 11
Directories ..... 11
Maps and charts ..... 11
Tour guides ..... 11
Posters ..... 12
Forms ..... 12
Addresses, lectures, etc ..... 12
Practical Application ..... 12
Ask yourself these questions when classifying ... 12
New classes (Serials, etc.) ..... 13

Publication related by content to an established class ..... 13
Publications of smaller offices kept together ..... 13
Dash-numbers used ..... 13
Item number breakdown ..... 15
Publications issued for each state ..... 14–15
Ways of determining the necessity for a new class ..... 15
Individual classes for specific titles in a numbered series ..... 16
Numbered series problems in establishing classes ..... 16
Basic manuals and transmittals ..... 17
Preprints and separates ..... 17
Chapter 3, Book Number (after the colon) ..... 18
Section 1, Numbered Series ..... 18
Revisions ..... 18
Problems, exceptions, deviations ..... 18
Volumes or parts ..... 20
Section 2, Volume Numbers and Numbers ..... 20
Part or section number ..... 20
Roman numerals ..... 21
Revisions ..... 21
Section 3, Dates ..... 21
Annual and less frequent publications ..... 21
Semiannual publications ..... 21
Quarterly, monthly, weekly, etc., publications ..... 22
Use of date in numbered series with a continuing title ..... 22
Problems ..... 22
Section 4, Cutter Numbers ..... 23
Cutter table and its use ..... 23
Two-figure table ..... 23
Three-figure table ..... 23
Revisions ..... 23
Publications Cuttered under the same letters ..... 23
Dates ..... 23
Filing order for Cutter numbers ..... 24
Special Cutter Numbers ..... 24
Geographic names ..... 24
State Cutter numbers ..... 24–25
Acronyms and initialisms ..... 25
Selecting Cutter words ..... 25
Basic rule ..... 25
Exceptions ..... 26

Words common to the agency ..... 26
National, Federal, United States, etc ..... 26
Meaningless or catch phrase ..... 26
Name of agency ..... 26
Geographic names—draft env. impact statements ..... 26
National parks and forests ..... 26
Geographic with proper personal name ..... 27
Maps ..... 27
Related publications ..... 27
Multiple volumes with collective title ..... 27
Multiple volumes without collective title ..... 27
Draft and final env. impact statements. 27
Serials ..... 27
Dates and other information after a Cutter number ..... 28
Problems ..... 28
Formatting class numbers ..... 28
Chapter 4, Congressional and Related Publications ..... 29
Section 1, Boards, Commissions, and Committees, (Y 3.) ..... 29
Components of a class ..... 29
Practical application ..... 29
Author Symbols ..... 29
Subordinate offices ..... 30
Series designations ..... 30
Individual book numbers ..... 31
Numbered series ..... 31
Volume numbers and numbers ..... 31
Dates ..... 31
Cutter numbers ..... 31
Additional numbers ..... 31
Section 2, Congressional Record and House and Senate Journals (X) ..... 32
Section 3, Congress, House, and Senate (Y 1.) ..... 32
Senate numbering scheme ..... 32
Numbered House/Senate documents and reports ..... 33
Subordinate offices ..... 33
Star prints ..... 34
Section 4, Congressional Committee Publications (Y 4.) ..... 34
Subcommittees ..... 34
Components of a class ..... 35
Practical application ..... 35
Serial numbers ..... 35
Part numbers ..... 35

Cutter numbers ..... 36
Selection of Cutter words problems ..... 36
Hearings and committee prints ..... 37
Bill numbers as only titles of hearings ..... 37
Numbers as part of title ..... 37
Dates in title ..... 37
Problems and deviations ..... 37
Serial numbers and Cutter numbers in same class ..... 37
Designation changes ..... 38
Series ..... 38
Reports also issued as committee prints ..... 38
Joint hearings ..... 38
Publications prepared by one committee for the use of another ..... 39
New classes for new and reorganized committees ..... 39
Chapter 5, Exceptions, Problems, and Miscellaneous Instructions ..... 40
Section 1, Special Treatment of Publications of Certain Authors ..... 40
Interstate Commerce Commission ..... 40
Multilateral international organizations ..... 40
President and Executive Office of the President ..... 41
Section 2, Miscellaneous ..... 42
Contins ..... 42
Date ..... 42
Numbers; letters and numbers ..... 42
Special issues ..... 42
Indexes ..... 43
Supplements ..... 43
Summaries ..... 43
Abbreviations and shortened words ..... 44
Length of class numbers ..... 45
Basic manuals and changes ..... 45
Changes, transmittal sheets, etc ..... 45
Reprints ..... 46
Dates and volume numbers vs. volume numbers and dates ..... 46
Foreign language publications ..... 46
Changes within classes ..... 46
Part numbers, chapter numbers, section numbers, etc ..... 47
Preliminary and final reports ..... 47
Reprints ..... 47
Revised pages, changes, errata, etc ..... 47
Amendments ..... 47

Changes ..... 48
Errata ..... 48
Corrections and correction sheets ..... 48
Revised pages and transmittals ..... 48
Summaries, executive summaries, etc ..... 48
Two or more types of publications issued in a set ..... 48
Locally assigned SuDocs Numbers ..... 49
Glossary ..... 50

# Foreword



The Superintendent of Documents Classification System was formed in the Library of the Government Printing Office sometime between 1895 and 1903. The first explanation of it was given in October 1903 by William Leander Post, then in charge of the Library, in the preface to **List of Publications of the Agriculture Department 1862–1902, Department List No. 1,** issued by the Superintendent of Documents in 1904.

Mr. Post gives credit for the basis of the system (classification by governmental author) to Miss Adelaide R. Hasse, who used this basis in assigning classification numbers to a **List of Publications of the U.S. Department of Agriculture from 1841 to June 30, 1895, inclusive.** Miss Hasse prepared the list while assistant librarian in the Los Angeles Public Library but it was published by the Department of Agriculture in 1896 as its Library Bulletin No. 9.

Like other classification systems in use for many years, this one has expanded as the Federal Government has grown, and has changed in some details and methods of use, though still retaining the principles upon which it is based.

It has one fundamental weakness—the position in the scheme, of the publications of any Government author (i.e. department, bureau, office, etc.) is determined by the current organizational status of the author. Thus it is at the mercy of any Government reorganization which may be directed by the President, by Congress or by the head of a department or agency, with the result that the publications of some authors may be located in as many as three different places in the scheme.

Despite this functional weakness, it has stood the test of time as a workable arrangement for publications of the United States Government, having been used for over 50 years by the Library of the Documents Area for the collection of public documents which has accumulated as a by-product of the Department's cataloging and publishing functions, and as a catalog system for the stocks of Government publications sold by the Superintendent of Documents.

# A Practical Guide to the Superintendent of Documents Classification System

## Introduction

1–86

The United States Government issues a large number of publications each year. The Superintendent of Documents classification system, which has been developed and expanded over the years, has proved to be a most efficient method of classifying these publications. The adequacy of the system has been confirmed by the number of libraries changing from Library of Congress, Dewey Decimal, and original systems to the Superintendent of Documents classification scheme to classify their Government publications.

The basis of the Superintendent of Documents Classification System is the grouping together of publications of any Government author, the various departments, bureaus, and agencies being considered the authors. In the grouping, the organizational structure of the United States Government is followed: that is, subordinate bureaus and divisions are grouped with the parent organization. Because the class numbers reflect the organization of the Government, they should be changed as necessary to keep abreast of changes in Government organization.

A Superintendent of Documents classification number consists of a capital letter or letters representing a Government department or agency.

Example: TD for Transportation Department.

The letters are followed by a number representing the agency as a whole, or a subordinate office. This figure is followed by a period.

Example: TD 4. for Federal Aviation Administration.

After the period, there is a number designating the series or category grouping of publications, followed by a colon.

Example: TD 4.10/4: FAA airworthiness directive biweekly listing.

The numbers after the colon represent individual publications in the series.

Example: TD 4.10/4:83–7 for issue 83–7.

Thus, from the class alone, it can be determined that the publication in the example is issued by the Transportation Department, Federal Aviation Administration, and that it has a number **83–7** printed on it. If the user also knows individual series class numbers, he will know at a glance exactly what publication this number represents. Each publication must have its own unique number.

Each separate piece, such as a map in a pocket of a publication, should have its own separate class number written on it, so that it may be identified when separated from the basic publication. The class is added to each bit and piece solely for identification of stray pieces, and not for cataloging purposes. No documentation is needed in any files for these separate pieces.

One of the most important things to remember when assigning numbers in the system is to check all classification possibilities before making a final decision.

# Author Symbols (before the period)

## Section I, Departments and Independent Agencies

The first letter or letters in the classification number represent the department or independent agency issuing the publication. Each department or independent agency has a unique letter or combination of letters assigned to it. In early years, when the classification system was first established, the departments were assigned a single letter (Example: **A** for Agriculture Department), and independent agencies were assigned two letters (Example: **GP** for Government Printing Office). However, this is no longer the practice. As more departments were established, there were conflicts, and changes were required. For example **T** was assigned to Treasury Department; therefore, **T** could not be used alone for the Transportation Department when it was established later. The **TD** designation was assigned to the Transportation Department.

### Practical Application

Capital letters are used for the department and agency designations. On occasions, a lower case letter with a capital may be used as in the case of the President (Pr) to separate it from Post Office (P).

Capital letters should be used if the initials of the agency are used.

Examples: A (Agriculture), C (Commerce), T (Treasury), CR (Civil Rights).

Lower case letters should be used if the second or other letters of the names of the agencies are used in the classes.

Examples: Pr, PrEx (Executive Office of the President), RnB (Renegotiation Board).

Use capital initials of agencies if possible. Use the lower case letters only when necessary to avoid conflict.

In general, the author symbols are easy to determine by looking at the publications being classified, when the issuing office is represented by one or more initials.

Examples: A for Agriculture, C for Commerce, D for Defense, E for Energy.

Exceptions to this, are the classes for publications of the United States Congress which are classified in X and Y classes. The boards, commissions, and committees established by act of Congress or under authority of act of Congress, not specifically designated in the Executive Branch of the Government are grouped under: Y 3., one of the symbols assigned to Congressional publications. Series designations are handled differently in the X and Y classes and are covered in Chapter IV of this manual.

**New agency classes**

When a new agency or department is established, it is important to find the authority for setting up the organization so that it can be assigned to its correct place in the classification scheme. These authorities may be public laws, Executive Orders of the President, or departmental directives. It may be necessary to call the new agency to locate this information.

**Problems**

Occasionally a publication will appear without an issuing office name printed on it and classification difficulties result. Usually, somewhere inside the publication is a letter of transmittal, preface, or foreword which gives information or at least an agency contact, where more information may be obtained to help identify the publication. The Government Printing Office jacket number identification is another source for determining the issuing agency.

**Joint publications**

A publication may be issued by two or more agencies. If this is the case, all of the agency names will be listed on the publication with more or less equal treatment. Classify the publication under the first agency listed.

If the publication is a serial and the order of the agencies changes with later issues, retain the original class if the first agency is still listed as a publisher.

The publication may or may not carry one or more series designations. Do not come to the conclusion immediately that the series class is where the publication belongs. First, decide the issuing agency to be used in the class. After the proper issuing agency has been determined, classify in the series appropriate to that agency. It may be the first or second series listed, but it must agree with the issuing office.

For example, the National Bureau of Standards, Commerce Department, and the National Institute for Occupational Safety and Health, Health and Human Services Department, issued a booklet designated **NBS/NIOSH publication.** The publication carried a **NIOSH** number as well as the designation **NBSIR 83–2693.** The National Bureau of Standards was the first agency listed, so the publication was classified **C 13.58:83–2693.**

If a double series is issued routinely by two agencies, and the publications are not consistent in assigning the agency and series designations in uniform order, classify the publications in one class consistently.

A **joint publication** may carry only one series designation. If the agency listed first is not the agency associated with the series, then the publication should be classified in a general class under the agency selected as the issuing agency.

A **revised edition of a joint publication** should be classified with the original if both agencies are issuing the revision, regardless of the order in which the agencies are listed on the publication. However, if only one of the agencies issued the revision, it should be classified under the revising agency regardless of where it was classified originally.

**Publications prepared by one agency for another** pose a somewhat different problem. First, determine which agency is the actual publisher of the book in question, and classify under that agency. In most cases, the agency for which the publication was prepared is the issuing agency; however, on occasion the preparing agency

will publish it. Usually this can be determined by the title page or cover format.

For example, if the book was prepared by Geological Survey for the Commerce Department, and a U.S. Geological Survey open-file report number appears on the publication, and a Commerce Department series does not, do not let the Geological Survey series number be the deciding factor in determining the issuing office. If the Commerce Department issued the publication, that is where it should be classified. If the Geological Survey is determined to be the issuing office, use the series printed on the publication as the class.

## Section 2
## Subordinate offices

To set off the subordinate bureaus, administrations, and offices, numbers are added to the author letter and followed by a period. The figure 1 is always used for the office of the secretary of a department or the administrator of an independent agency. The 1 class also should be used for any publication carrying only the department or agency name with no subordinate bureau listed.

As a general rule, the classification number is not broken down below the level of the first subordinate office.

When the classification system was established, the subordinate offices were arranged alphabetically with numbers assigned sequentially. It is rarely possible to obtain enough information on new departments and their plans for organization to continue following this practice. Also, new departments and agencies frequently reorganize and change the names of the subordinate offices. A chronological arrangement determined by receipt of publications is followed rather than an alphabetical arrangement at the present time.

Examples:

| | |
|---|---|
| A 1. | Agriculture Department as a whole, and/or the Secretary's Office |
| A 13. | Forest Service |
| A 68. | Rural Electrification Administration |
| A 88. | Agricultural Marketing Service |

On occasion, second level offices are broken down to a smaller level for a finer organization of the office's publications. This is done by using 100 or 1000 numbers after the parent agency's assigned number, depending upon how small a breakdown is necessary for clarity.

Examples:

| | |
|---|---|
| C 1. | Commerce Department (level 1) |
| C 55. | National Oceanographic and Atmospheric Administration (level 2) |
| C 55.100's | National Weather Service (level 3) |
| .200's | Environmental Data & Information Service (level 3) |
| .300's | National Marine Fisheries Service (level 3) |
| .400's | National Ocean Survey (level 3) |
| HE 1. | Health and Human Services Department (level 1) |
| HE 20. | Public Health Services (level 2) |
| HE 20.3000's | National Institutes of Health (level 3) |
| .3150's | National Cancer Institute (level 4) |
| .3200 to .3249 | National Heart, Lung, and Blood Institute (level 4) |
| .3250's | National Institute of Allergy & Infectious Diseases (level 4) |
| HE 20.3600's | National Library of Medicine (level 4) |
| HE 20.4000's | Food and Drug Administration (level 3) |

| | |
|---|---|
| .4100's | Radiological Health Bureau (level 4) |
| HE 20.5000's | Health Services Administration (level 3) with subordinate agencies broken down by 100's. |

In the case of the Public Health Service, National Institutes of Health, there are so many separate institutes that the **3000** numbers are broken by **50's** to have a number for each of the institutes. Currently, the Health and Human Services Department classes are the only ones using **1000** numbers.

The publications of third and fourth level offices not expected to issue a great many publications may be treated as series rather than as publications with subordinate office classes. This means that distinguishing numbers assigned to publications of the office appear after the period instead of before it.

Example:

| | |
|---|---|
| A 13. | Forest Service |
| A 13.40/1: | Southern Forest Experiment Station: Annual report |
| A 13.40/2: | Same: General publications |
| A 13.40/6: | Same: Occasional papers (numbered) |
| A 13.40/8-3: | Same: Publications of Southern Forest Experiment Station (list) |

**A 13.40/** has been reserved for publications of the Southern Forest Experiment Station. Each of the Forest Service experiment stations has a number reserved for it. As new classes are established, new slash numbers are used as necessary.

### Practical application

A publication should be classified under the subordinate office printed on the title page, the verso of the title page, pages 1, 2, 3 and 4 of the cover, or the spine. Under ordinary circumstances, use whichever of the above sources that provides the most complete information. However, in cases of conflict, prefer the information found on the title page.

Pages 1–4 of cover are both sides of the front and back cover. In general, the subordinate office should not be taken from a letter of transmittal, preface, or foreword and used as the issuing office. Also, the bureau or office listed with the personal author, in most cases, should not be used as a determining factor.

When a joint publication, not in a numbered series, carries two equally subordinate bureaus under the same department, classify the publication under the bureau which is listed first on the document to be classified. If it carries three or more equally subordinate offices, ignore the bureaus and classify the publication in a class under the parent agency. The *U.S. Government Manual* and the *Federal Executive Directory* should be consulted when making the above determination. If these sources don't have the needed information, then a cataloger should be contacted who will search the authority files and the MUMS data base.

Example 1.

**Information as shown on the title page:**

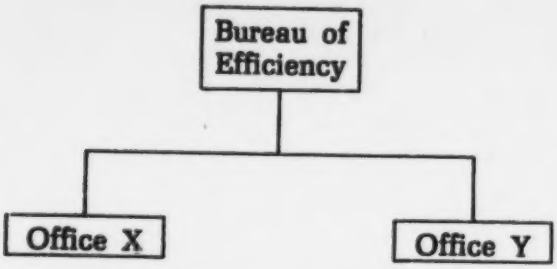
Annual report on the administration of Government waste.

Issued by: Bureau of Efficiency

Office X

Office Y

**Hierarchy of the Bureau of Efficiency in one of the reference tools:**




**The publication would be classified under Office X.**

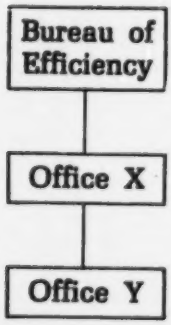
Example 2.

**Information as shown on the title page:**

Annual report on the distribution of electronic data bases.

Issued by: Bureau of Efficiency
Office X
Office Y

**Hierarchy of the Bureau of Efficiency in one of the reference tools:**




The publication would be classified under Office Y.

**New subordinate (level 2) classification numbers**

New level 2 classes should be assigned as offices are established and issue publications. The next higher number should be assigned beginning with number **2** after the author symbol.

Usually the classes are not broken down more than one step from the parent agency, but some agencies are themselves broken down into other important issuing offices and it is advisable to establish classes further down the hierarchy as is the case with National Oceanic and Atmospheric Administration and Public Health Service.

*(See previous examples.)*

All of the subordinate offices in Public Health Service issue many publications, and the finer breakdown is necessary to keep the publications of each institute together.

If these institutes were not broken down as they are, there would not have been enough numbers to cover the many series they issue without using numbers assigned to another bureau, or attaching classes indiscriminately to other classes.

For examples of the problems encountered in not breaking a bureau down far enough, study the obsolete **FS 2.22:** classes assigned to the National Institutes of Health publications when Public Health Service was subordinate to the abolished Federal Security Agency.

**New classes for third and fourth level organizations**

When a new subordinate office is established, determine how the office fits into the agency organization, and the name of its parent organization. Determine how many levels are between the new organization and the departmental secretary or independent agency administrator. Use the letter of the agency, the number for the first level breakdown followed by a period, then a **100**, **200**, or **300** class as appropriate, followed by a colon.

If not many publications are expected, consider assigning a series class rather than a subordinate agency class. (*See previous Forest Service example—also, Chapter 2, Series Designations, Practical Application, New classes.*)

If the agency is expected to issue many publications and has many smaller offices all of which will produce many publications, you may use **1000** numbers to differentiate between offices. There are very few cases where this will be necessary. If it does become necessary, the Public Health Service classes under HE 20. will serve as a guide.

**Problems**

Certain agencies in their infancy have been very inconsistent and changeable in the naming of their subordinate offices. This has presented many problems and certain classes which should have had a subordinate breakdown have been established under the parent agency. An example of this problem is the publications of the Environmental Protection Agency. The subordinate office names changed frequently during the first years of its existence.

Another problem is **reorganization within an agency.** Sometimes offices and functions are moved from one subordinate office to another. It is important in classifying to note the issuing office on each publication classified to ascertain that no reorganization has taken place that will affect the class. This is a particular problem in serials when the name of the serial remains the same, the publication looks the same, and the numbering follows along logically; but the issuing office has been transferred to another bureau or office.

Example: ED 1.116/2: **Institutions of higher education index, by state and congressional district.** The National Center for Education Statistics at one time was a subordinate office of the Department of Health, Education, and Welfare, and was moved in 1980 to the United States Department of Education.

It is important to change the classes with the first issue carrying the name of the new department or bureau. Always glance at the parent agency of any publication being classified to be sure that the subordinate office class is still correct. By checking constantly, the necessity for changing class numbers later can be avoided.

# Series Designations (after the period)

The number after the department, and subordinate bureau number is the series designation. This number is followed by a colon.

Series publications may carry volume numbers, volume numbers and issue numbers such as many periodicals or contins do; they may carry numbers only and have individual titles as the **Farmers bulletins, A 1.9:(nos.)**, do; they may be issued by date and volume number as **Foreign relations of the United States, S 1.1:(date)** is; or they may carry no numbers and have individual titles such as **Background notes, S 1.123:(CT)**.

Category groups of publications without a common title printed on them have been assigned titles such as **Handbooks, manuals, guides**, and **General publications.**

### Standard reserved and category classes

At the present time the following numbers are reserved for the most common series issued by most Government offices:

.1 Annual report
.2 General publications
.3 Bulletins
.4 Circulars
.5 Laws
.6 Regulations, rules, and instructions
.7 Press releases
.8 Handbooks, manuals, guides
.9 Bibliographies and lists of publications
.10 Directories
.11 Maps and charts
.12 Posters
.13 Forms
.14 Addresses, lectures, etc.

Note: Numbers **.1** through **.4** were assigned when the classification system was established; numbers **.5** through **.8** were assigned in the 1950's as the scheme developed; **.9** through **.14** will be assigned in the latter part of 1985. Older classes will deviate from the current practice of using **.5** through **.8.** When searching for laws, regulations, handbooks, etc., do not assume that the class has not been set up if you do not find it in **.5** through **.8** classes. Search further.

Under the pre-1985 **100** breakdown, the standard classes are **.101:** for annual reports; **.102:** for general publications; **.103:** for bulletins, etc.

Examples:

| | |
|---|---|
| C 55.300's: | National Marine Fisheries Service |
| C 55.301: | Annual report |
| C 55.302: | General publications |
| C 55.304: | Circulars |
| C 55.305: | Laws |
| C 55.306: | Regulations, rules, and instructions |
| C 55.308: | Handbooks, manuals, guides |
| C 55.308/2: | Handbooks (numbered) |

Individual title series begin with **109, 209, 309,** etc., and with **115, 215,**

315, etc., after the latter part of 1985, unless the series is related to the standard numbers just mentioned.

With the exception of annual reports, bulletins, and circulars, and certain numbered laws and regulations classes, these are "catch-all" or category classes which are determined by the type of material included in the publications themselves; to do this, the contents of the publication, as well as the titles, have to be studied.

**Additional series** issued by an office are given the next highest numbers in order of issuance, or attached to related series by use of slash-letters or numbers.

**Subject related series** are attached to established classes by use of a slash and numbers.

Examples:

| | |
|---|---|
| I 28.37: | Minerals yearbook |
| I 28.37/a: | Preprints from Minerals yearbook |
| I 28.37/2: | Mineral perspectives, MP (series) |
| I 28.37/3: | Mineral commodity profiles, MCP (series) |

### What to include in the category classes

**Annual reports.** This is for the annual report of the department, bureau, or office as a whole. Do not include annual reports on projects or on specific subjects; these should have separate classes elsewhere.

Annual reports may be issued by subordinate offices lower than the classification numbers have been broken down. In that case, a new class should be established and attached to the class for the annual report of the parent agency.

Examples:

| | |
|---|---|
| C 13.1: | Annual report (National Bureau of Standards) |
| C 13.1/7: | Polymer Science and Standards Division annual report. |

The determination as to whether a publication is the annual report of a department, bureau, or office can be made usually by looking at the title page, cover, or preface. However, a telephone call to the department, bureau, or office will be the only way to get the necessary information occasionally.

**General publications.** Includes unnumbered publications of a miscellaneous nature. This is a "last resort" class. The publications are one-time publications which do not fit into any established series, or into any of the foregoing categories. There is no indication that the publications will be issued on a regular basis. This should be the last consideration for a publication, and should not be the starting point for determining a class number.

**Bulletins and circulars.** They are usually numbered by the offices issuing them.

**Laws.** The publications in this class contain the texts of Federal laws which are administered by the agencies issuing the publications. A publication which explains only parts of law or discusses the contents of laws should not be included in the **Laws** class. Possibly such publications may be classified as regulations under the law **(Regulations, rules, and instructions class)** or as guides to understanding a law **(Handbooks, manuals, guides class).** An overall description of a law may be classified under **General publications.** Follow the practice already established in individual **Laws** classes, since the above classification rules have been perceived in different ways over the years.

**State laws on any subject should not be included in the Laws classes.** State laws are not administered by agencies of the United States Government, and if they are published by the

Federal Government, it is for information, not statutory purposes.

**Regulations, rules, and instructions.** These publications contain information on requirements of agencies. The information may pertain to the operation of an agency or to outside activities under an agency's jurisdiction.

Example: T 70.6:F 31/982-2 Regulations under Federal Alcohol Administration Act: Title 27, Code of Federal Regulations. (ATF P 5100.8 (12-82).)

A separate category class as on p. 9, will not be established for Decisions and Orders. They should be assigned their own separate classes. Some decisions and orders were previously classed with Regulations, rules, and instructions, and Laws.

**Press releases.** This group includes agency news releases issued for the media. The publications may or may not have the word **release** or **news** on them. Press interviews, statements to the press, and news conferences with reporters should be included in the **Press release** classes, as well as the usual releases on various subjects.

Speeches, remarks, and addresses given before audiences are often issued as news releases. These should be classified individually in the **Addresses** class for the agencies releasing the information.

**Handbooks, manuals, guides.** These publications differ from regulations, rules, and instructions in that they do not have the force of law. They may include helpful information on any subject. In early years these publications were included in the **Regulations, rules, and instruction classes.** Beginning in the 1950's, new classes were established and handbooks, manuals, and guides were no longer included in the **Regulations** classes.

Example: T 70.8:N 47 News media guide to firearms (ATF P 1200.7 (1-78).)

To qualify in this class, the words "handbook", "guide", "manual", "how to", will have to be part of the title.

Example: Title page: **How to become a depository library.**

For a short time in 1984-1985, publications that were by nature handbooks, manuals, or guides got classed under this category class, even though the words "handbooks", "manual", or "guide" did not appear on the publications. This policy has been superseded by the instructions in the prior paragraph.

**Bibliographies and lists of publications.** This class includes any bibliographies, whether they are on specific subjects, or lists of all publications of an agency or bureau. An agency may issue annual or other periodic lists of publications with consistent titles which should be set up as separate classes, and not be included in a category class.

**Directories.** The publications will need to have the word directory as part of the title to qualify in this class.

**Maps and charts.** A chart can be defined in two ways: 1) a map designed primarily for navigation, either nautical or aeronautical; 2) a sheet exhibiting information in a tabular or graphic form.

Only charts falling under definition 1 should be classified as cartographic material. Tabular or graphic charts, often statistical in nature, should be classified as series documents, posters, or general publications.

Publications which consist of a mixture of cartographic, textual, and other illustrative content, and whose primary purpose is to acquaint visitors with parks, historical sites, etc., should

not be classified as maps. These publications often have their own classes, such as the National Park Service Information Circulars. If individual class stems have not been established, these "tour guides" should be treated under the general rules for classification.

If a map's class must be modified by the addition of a date, use the date of publication. In many cases this will not be the date associated with the title. Examine the map closely for the presence of a GPO or other printing date and use that to qualify the class number.

In order to be consistent with past practices, maps issued in numbered series should continue to be classed in that series. Maps issued as U.S. Geological Survey open-file reports (I 19.76:) are an example of this type of material. However, new bureaus, offices, departments, etc., will have separate category classes for maps and charts.

**Posters.** A single sheet with material printed on one side only, including photographs and announcements.

**Forms.** Before this category class was established in the latter part of 1985, forms were treated in a special way. The department and bureau letters and numbers were assigned in the regular manner.

Example: T 22. for Internal Revenue Service

This designation was followed by the word form, a colon, then the identification numbers and/or letters printed on the form.

Example: T 22.Form:1040 U.S. individual income tax return, Form 1040

Additional information, if needed, was added after the number by adding a slash and a word or abbreviation in the regular manner.

Example: T 22.Form:1040/sched.A,B Schedule A and B to Form 1040

Revisions and new editions were classified by use of a slash and a date.

Example: T 22.Form:1040/983

This category class should be reserved for publications that contain forms and/or instructions on how to fill them in. If the publications have textual material also, they should be classed somewhere else, most likely in General publications; follow this procedure even when the publication has a form number in the title page.

**Addresses, lectures, etc.** The titles of this category may vary from agency to agency, but the content of the classes is the same. This class includes addresses, lectures, speeches, remarks, statements, papers, etc., which were delivered before groups of people. The addresses may be issued as news releases. If so, they are taken from the press release classes and classified as addresses. Do not include statements to the press, or press conferences or interviews.

## Practical Application

When a publication is received for classifying and the author symbol and subordinate office numbers have been determined, check the publication to determine the series class. The series designation number in the Superintendent of Documents classification scheme appears after the period and before the colon.

**Ask yourself these questions when classifying a publication:**

A. Is it a serial or otherwise recurring publication which has, or

should have, a separate class? The preface may indicate that it is the first in a series of annual, quarterly, monthly, etc., publications for which a class has not yet been established. It may be the annual report of an office. If a series number is printed on the publication, use it as part of the classification number if it is not a serial publication.

B. If a series designation does not appear on the publication, and the title does not have its own class, is it—

1. a bibliography?
2. an address or lecture given before a group? (Press interviews do not fall into this category, but are treated as press releases.)
3. regulations, rules, or instructions? (Usually this can be determined from the title, introduction, etc.)
4. a Federal law, or an act, which belongs in a *Laws* class?
5. a map, chart, or poster?
6. a reprint or preprint from another publication?
7. a directory?
8. a form?

If the publication does not fit into any of these categories, it may be classed in the **General publications** class. The **General publications** class is a "last resort" class for any publication which is not the first of a series, and does not fit into any other established class.

**New classes. (Serials, etc.)**

Any publication which is issued on a regular basis should have its own class. The frequency may be anywhere from daily to every three or more years.

If no class has been set up for a publication which is the first in a new series, a new class should be established. Do not skip immediately to the end of the class and use the next highest number.

Look at the new publication, and see if it is related either by content or smaller issuing office to a class already established.

Examples:

| | |
|---|---|
| C 55.309/2: | **Current Fisheries Statistics** |
| C 55.309/2-2: | **Fisheries of the United States (annual)** |
| C 55.309/2-3: | **Marine Recreational Fisheries Statistics Survey, Atlantic and Gulf Coasts (annual)** |
| C 55.309/2-4: | **Frozen Fishery Products, Annual Summary** |

Sometimes it is advisable to keep all publications of a smaller office together instead of scattering them by type of material throughout the classes for the parent agency. Example:

Examples:

| | |
|---|---|
| HE 23.1210: | National Center on Child Abuse and Neglect: Publications |
| HE 23.1210/2: | Child abuse and neglect research projects and publications (semiannual) |
| HE 23.1210/3: | Annual review of child abuse and neglect research |
| HE 23.1210/4: | National Center on Child Abuse and Neglect: User manuals (series) |

Occasionally classes will be so tightly grouped that there is no number available in the spot which is the best for the new series to be placed. In that case, a dash-number can be used. The following example will serve as a guide in applying this rule.

Energy Information Administration of the Energy Department issues a series of publications entitled **Energy data reports.** In an effort to keep all publications in the series together, the class **E 3.11:** was assigned to them. There are many subtitles on many subjects in the series. To keep the subtitles on the same subjects togeth-

er, the **/(nos.)** are used with **-(nos.)** following them.

| | |
|---|---|
| E 3.11: | Energy data report: Natural gas monthly report |
| E 3.11/2: | Energy data report: Natural gas liquids, monthly |
| E 3.11/2–2: | Energy data report: Natural gas, annual |
| E 3.11/2–3: | Energy data report: World natural gas (annual) |
| E 3.11/2–4: | Energy data report: Underground storage of natural gas by interstate pipeline companies (annual) |
| E 3.11/2–5: | Energy data report: Natural gas deliveries etc. (annual) |

All of the **E 3.11/2:** classes cover series relating to natural gas.

| | |
|---|---|
| E 3.11/5: | Energy data report: Monthly petroleum supply |
| E 3.11/5–2: | Energy data report: Petroleum statement (annual) |
| E 3.11/5–3: | Energy data report: International petroleum (annual) |
| E 3.11/5–4: | Energy data report: Petroleum refineries in the U.S. and U.S. territories |

All of the **E 3.11/5:** classes relate to petroleum. In order not to interfile these various subjects, the dash-numbers were added to the slash-numbers. This makes it possible to add new classes related by subject to established classes rather than to use a totally unrelated slash-number at the end of the E 3.11: classes when new titles are received.

Note that the first class, E 3.11:, does not have a -number even though **E 3.11/2:** is related by sub-title to it. The **-number** should be used only after a slash number. This means that a new series is not always classified exactly where it would be best. In that case some other adjustment must be made such as giving the new title a new **/number.**

If the publication being classified is unrelated to the publications in classes already established, find the highest number at the end of the issuing agency's classes and assign the next highest number.

In the case of a publication with two series designations printed on it, see the **Joint publications** heading in Chapter 1, Section 1.

If separate classes are needed for a serial title that is issued for every state in the United States, then the item number breakdown should be incorporated in the classification numbers. If the publication covers more than one state, use the first one named when setting up the class. When using item numbers 01–09 in the class numbers, omit th 0's.

**ITEM NUMBER BREAKDOWN**

| | | | | | |
|---|---|---|---|---|---|
| Alabama | 01 | Maine | 19 | Oregon | 37 |
| Alaska | 02 | Maryland | 20 | Pennsylvania | 38 |
| Arizona | 03 | Massachusetts | 21 | Rhode Island | 39 |
| Arkansas | 04 | Michigan | 22 | South Carolina | 40 |
| California | 05 | Minnesota | 23 | South Dakota | 41 |
| Colorado | 06 | Mississippi | 24 | Tennessee | 42 |
| Connecticut | 07 | Missouri | 25 | Texas | 43 |
| Delaware | 08 | Montana | 26 | Utah | 44 |
| Florida | 09 | Nebraska | 27 | Vermont | 45 |
| Georgia | 10 | Nevada | 28 | Virginia | 46 |
| Hawaii | 11 | New Hampshire | 29 | Washington (State) | 47 |
| Idaho | 12 | New Jersey | 30 | West Virginia | 48 |
| Illinois | 13 | New Mexico | 31 | Wisconsin | 49 |
| Indiana | 14 | New York | 32 | Wyoming | 50 |
| Iowa | 15 | North Carolina | 33 | District of Columbia | 51 |
| Kansas | 16 | North Dakota | 34 | U.S. Summary | 52 |
| Kentucky | 17 | Ohio | 35 | Outlying areas | 53 |
| Louisiana | 18 | Oklahoma | 36 | | |

Examples: Area wage survey, Pittsburgh, Pennsylvania metropolitan area
January 1985 edition: Bulletin 3030–3
January 1984 edition: Bulletin 3025–4
New classification number: L 2.121/38: (date)

If the series number uniquely identifies each state, then it is used in the classification number rather than the item number breakdown.

Examples: County business patterns, New York
1982 edition: CBP–82–34
1981 edition: CBP–81–34
New classification number: C 3.204/3–34: (date) Not C 3.204/3–32: (date)

### Ways of determining the necessity for a new class

There is no problem in deciding on a new class if the information is in the publication and it is clearly indicated as number *1* or the first in a series. Sometimes the **physical makeup of a publication** indicates that more will be forthcoming. Perhaps the publication has a stylized heading which will appear on future publications. Usually a "one-time" publication will not have a large heading which includes the issuing office and date, with an individual title farther down on the publication.

It may be necessary to **call the issuing agency** on publications which look as if they could be part of a series. Unfortunately, the agencies themselves may not know what will be published in the future. Future plans may depend on the reception of the initial publication, or on available funds. Base decisions on the information that can be discerned from the publications, or can be obtained from the issuing offices, which in most cases comes down to intent.

The **series number may have been omitted in error** from the publication. This might cause the publication to be classified in a category class. If, at some later date, the series number becomes known, the class should be changed.

If the agency issues an erratum adding the series number to the publication, then the publication, in most cases, should be reclassified as part of

the series. Consider what benefits and problems may occur if the class is changed, before changing the class in this situation.

A publication may be **issued as a one-time publication** with no plans for a series. Later, the issuing agency may decide that this publication should be issued annually. In that case, establish a new class beginning with the second publication issued, with a reference to the earlier class.

Example: Note.—See, for earlier class, (class number of original publication)

**Individual classes for specific titles in a numbered series.** Certain agencies publish numbered series which include annual or other serial titles with different numbers assigned to them. Thus, the titles are scattered throughout the series, and may be difficult for the user to find. In this case, separate classes should be established by title, with Congressional reports/documents and committee prints that use the Senate numbering scheme being the exception. If possible, attach the new class to the existing numbered series class by using a dash or a slash; otherwise use the next available number. The series number will not be used after the colon of the new class designation; dates will be used, instead.

The one exception to the above rule is when a serial belonging to a numbered series is uniquely identified by a number that remains constant within the series—look at examples 1–2. However, the constant number can't have a changing number between itself and the class stem—look at example 3.

Example 1: Directory of professional workers in state agricultural experiment stations and other cooperating state institutions. (Annual)

A 1.76: Agriculture handbook series
A 1.76:305/980–81
A 1.76:305/981–82
A 1.76:305/982–83
A 1.76:305/984–85

Example 2: Current housing reports: Market absorption of apartments. (Quarterly)
C 3.215: Current housing report series
C 3.215:H 130–84–Q 3
C 3.215:H 130–84–Q 4

**But**

Example 3: Annual housing survey: Housing characteristics for selected metropolitan areas, St. Louis, MO–IL standard metropolitan statistical area
C 3.215: Current Housing Reports

The 1983 issue has on its cover: current housing reports H–170–83–59. The last two digits remain constant for the St. Louis, MO–IL metropolitan area, but since it is preceded by a changing year designation, a new class has to be established. In this case, C 3.215/17–59: (date) was used.

**Numbered series,** particularly new series, may present problems in certain cases. It is difficult to determine at times whether a series is a bureau series or a departmental series until several publications have been received. The Agricultural and State Departments' publications offer good examples of departmental series. Each subordinate office may contribute to the series. For example, in Agriculture Department series, no. 1 may carry Forest Service; no. 2, Agricultural Marketing Service; and no. 3, Statistical Reporting Service. All belong to one consecutively numbered series which should be kept together under Agriculture Department as a whole (A 1.) and not scattered under several subor-

dinate office classes. A departmental series is not always readily identifiable from the publication, and a call to the agency may be necessary when the first publication in a new Agriculture or State Department series is received.

Do not confuse a departmental series number with a departmental control or identification number. The publication offices of some agencies assign numbers to their publications for identification of each specific publication, but this should not be considered a numbered publication series for classification purposes.

Example: S 1.123:L 97/982 Background notes, Luxembourg. (Department of State publication 7856.)

The class **S 1.123:** is for **Background notes series.** The **7856** is the identification number that the State Department has assigned to the publication.

Example: HE 3.19/2:109 Economic forecasting . . . (Actuarial note 109, (SSA pub. no. 11–11500).)

The class **HE 3.19/2:** is for **Actuarial notes.** The SSA number is the Social Security Administration's identification or control number.

Example: HE 23.3008:N 95/v.1 Nutrition service provider's guide. (DHHS publication no. (OHDS) 81–70671.)

The class **HE 23.3008:** is the category class for **Handbooks, manuals, guides** of the Administration on Aging. The DHHS publication number is the number assigned by the Department of Health and Human Services to identify this particular publication.

**Basic manuals and transmittals.** A basic manual or other publication may be issued infrequently, but if it has continuing transmittals, revised pages or frequent changes, the manual should have a separate class. In practice, this has not been done consistently, but a separate class should be established when a new edition of such a publication is received for classifying.

*(See Chapter 5, subheading, Basic manuals.)*

When the issuing agency changes before a new basic is issued, do not reclass the changes.

**Preprints and separates.** These classes include reprints and preprints from Government publications only. Reprints or articles from non-Government publications are sometimes issued by Government agencies when the contents of the particular articles pertain to the work of the agencies. Often an article is written by an employee of the reprinting agency. Reprints from non-Government publications issued by Government agencies have been classified in the **General publications** or other appropriate classes, and have not been treated as separates.

**Separates or preprints classes** are attached to the classes for the publications from which the separates are reprinted by use of a slash and lower case letters.

Examples:

| | |
|---|---|
| I 28.37/a: | Preprints from Minerals yearbook |
| J 1.5/a: | Opinions of Attorney General (separate opinions) |

In each of the above examples, the publications are later included in bound editions.

# Book Numbers (after the colon)

The result of combining the designations for Government authors, bureaus, and series followed by a colon is the class stem.

Individual publication or book designations follow the class stem. The series number printed on the publication should be used in the class whenever possible. The number following the colon may be a volume number alone, a volume number and number; a number alone or in conjunction with letters; a date; or a combination of these designations. The publication may carry no number and require a Cutter number from the Cutter table to complete the class.

## Section 1, Numbered Series

Numbered series designations appearing on the publications, as a rule, take precedence over the use of any other method of classifying the publications in that series. There are exceptions as have been mentioned on p. 16.

For numbered series, when each publication has an individual title, the original edition is classified simply by using the number printed on the publication.

Example: A 13.52:154 Forest insect and disease leaflet 154, Phomopsis blight of junipers.

Revisions of numbered publications were classified by using the slash and additional figures beginning with /2.

Example: A 13.52:154/2 (same title), revised October 1982.

To do away with the problem encountered when a revised edition of a numbered series is classed /2, and an earlier edition is received later, in the future, / (date) will be used. Under the new system, the 1983 edition of the above publication would be classed: A 13.52:154/983

### Problems, exceptions, derivations

When classifying a publication in a class which uses the agency-provided numbering printed on the document, transcribe the numbering as it appears on the publication. For the purposes of Superintendent of Documents classification, "numbering" includes letters, symbols (such as "&"), and punctuation, as well as numbers.

It may be necessary to adjust the spacing within numbering to conform to the standard GPO classification spacing conventions.

Classification policy will be to use the numbering in the form in which it is provided by the issuing agency, and not to adjust or modify the numbering simply for the sake of consistency of style. However, agency-provided num-

bering may be changed as necessary to eliminate conflicts or correct printing errors.

The numbers printed on the publications may include letters and numbers identifying the series as well as the individual publication numbers. In that case, consider using some of the letters and numbers as part of the series title, and using only the distinctive part of the number in the class. This results in a shorter class. The decision of how much of the number to use should be decided when a new class is established, and continued consistently throughout the class.

Examples:

| | |
|---|---|
| C 61.9: | Country market surveys CMS (series) |
| C 61.9:IPC/721/82 | Country market survey, Industrial process controls, Algeria, CMS/IPC/721/82. |

The **CMS** is not used in the class because it is part of the series title for this class.

Examples: HE 20.3173/2: ICRDB cancergrams

There are several subseries in this class so the individual subseries must be identified by using the subseries designations such as **CB 01** and **CT 10** in the class to identify certain fields of study. The complete classes are

HE 20.3173/2:CB 01/83/05
HE 20.3173/2:CT 10/83/05

using all of the letters and numbers printed on the publications in the class. If separate classes had been established for the **CB 01** series and the **CT 10** series, only the last four digits would have been required in the class.

Examples:

| | |
|---|---|
| C 3.223/20: | Census of population and housing, Congressional districts of the 98th Congress, PHC (series) |
| C 3.223/20:80-4-44 | 1980 Census of population and housing, Congressional district . . . Tennessee, PHC-80-4-44. |

The **PHC** is not used in the individual class. When the 1990 census publications are received, the title of the series can be adjusted and the Congressional districts determined as a result of the 1990 census can be included in this class using the **PHC 90-(nos.)** which presumably, will be printed on the 1990 census publications.

Examples:

| | |
|---|---|
| C 3.215/3: | Construction reports, Value of new construction put in place, C 30 (series) |
| C 3.215/3:C 30-83-1 | Construction reports, Value of new construction put in place, January 1983, C 30-83-1 |

In this case, the **C 30** was used as part of the class. The class would have been complete without it, but at the time the class was established, it was decided to use the complete number for this series. Since the designations should be consistent within a class, continue to use the complete number as printed on the publication in this class.

Sometimes numbers and letters on a new series are complicated and undecipherable at first glance. Gather a few of the publications together and compare the numbers.

What is the same on each one, and what is different?

Do some of the letters represent the series title?

Is part of the number different on each publication so that it can be used as part of the class?

Is part of the number the same on several publications but not on others?

What do the publications have in common that the other publications do not have? Does the number, perhaps, stand for a State name, or a field of study?

If no logical numbering scheme can be discerned from a group of the publications, or if only one publication is available, call the agency for an explanation of their numbering system. It is better to take the time to decipher the number and use it as part of the class, than to use Cutter numbers which may create problems later.

**Some numbered series are issued in volumes or parts.** If the number printed on the publication does not reflect the part or volume number, the volume number should be added to the class.

Examples:

| | |
|---|---|
| A 1.76:529–47 | A catalog of the Coleoptera of America north of Mexico, Family: Heteroceridae. Agriculture handbook 529–47. |
| A 1.76:529–49 | A catalog of the Coleoptera of America north of Mexico, Family: Dryopidae. Agriculture handbook 529–49. |

Each part of the catalog covers a separate family of Coleoptera. The Agriculture Department has assigned a series number that connects these publications to the other parts of the handbook, so no further breakdown in the class is necessary.

Example: E 1.35/2:0063/v.2 Cost guide, DOE/MA–0063, volume 2.

The Energy Department has not included the volume number in its numbering system, so it must be added to the class.

*(See also, Chapter 3, Section 3, Dates, Use of date in numbered series with a continuing title.)*

## Section 2, Volume Numbers and Numbers

Periodicals often are designated by volume and number, but the designation is not limited to periodicals. In the class, the volume number is listed after the colon, followed by a slash, then by the number of the particular issue being classified.

Example: L 2.41/2:29/6 Employment and earnings, volume 29, number 6, June 1982.

Sometimes a larger publication, in addition to carrying volume and number designations will also carry a part or section number. If this occurs, another slash is added, followed by the abbreviation, **pt.** or **sec.** and the number.

Example: L 2.41/2:29/6/pt.1
L 2.41/2:29/6/pt.2

The **pt.** is used as part of the class but not **v.** and **no.** When the classification system was established superior numbers were used, written as L $2.41^{2}$:$29^{6}$, and placed on two lines breaking at the colon. The slashes in **L 2.41/2:29/6** replace writing the numbers as superior numbers for ease in writing, printing, and automating, but the meaning is still there. If a part number were added without the slash and the abbreviation **pt.**, the class as written would be L $2.41^{2}$:$29^{61}$ You cannot have a superior upon a superior number, so the slash in this

**case means** to use the next line. The number **1** cannot stand alone on the third line, so **pt.** is used before it.

Some earlier classes used the abbreviations for **volume** and **number** as part of the class number.

Example: LC 3.8/5:v.31/pt.1/no.1/sec.1–2 Catalog of copyright entries, Third series, volume 31, part 1, Non-dramatic literary works, number 1, Jan.—June 1977, sections 1 and 2.

If *v.* and *no.* were used as part of the class when the class was established, discontinue this practice when new issues are received. See p. 32 for exception to this rule.

**Roman numerals** should be converted to Arabic numerals in the classification numbers.

**Revisions of publications identified by volume and number**

Prior to 1985, revised publications identified by volume and number were classed by adding to the original edition class a slash and /rev.

Example: L 2.41/2:29/6/rev.

In the future, revised publications will be classed by adding to the original edition class "/(date)"/.

Example: L 2.41/2:29/10/985

A revised publication issued with a volume and number printed on it is more often issued as a corrected copy. In that case, the class would end with/**corr.**

Example: L 2.41/2:29/6/corr.

*(See Chapter 5 for classification instructions for handling correction sheets, errata sheets, etc.)*

## Section 3, Dates

The date is used in the class for publications which have a constant title. Annual reports, quarterly reports, monthly reports, and weekly reports are examples. These may be on any subject and each title should have its own class.

**Annual and less frequent publications.** Use the last three digits of the date after the colon.

Example: C 1.1:980 Annual report of the Department of Commerce.

For reports of publications covering more than one year, a combination of dates is used.

Example: D 208.107:954–55 Annual register of the United States Naval Academy, 1954–1955.

How many digits are used in the second number depends on how many are needed for clarity. Always use at least two digits in the second date. A publication covering a century or more would require 3 digits in the second number.

Example: 895–995.

Some adjustment to the method of using dates will be required when the year **2000** arrives. Probably the best solution is to use four digits rather than three. For example **895–2000** would be used for 1895 to 2000.

**Semiannual publications** are treated in much the same way. The first publication would carry the three-digit date. The publication for the second half of the year would carry a dash-number **(-no.)**.

Example: TD 4.810:981 Semiannual report to Congress on the effectiveness of the Civil Aviation Security Program, Jan. 1–June 30, 1981

TD 4.810:981–2 Same title, July 1–Dec. 31, 1981

A **–1** is not used on the first issue of a semiannual publication.

**Quarterly, monthly, weekly, etc.,** publications are classified with a 3-digit date, a slash, and a number.

Example: EP 1.21/17: EPA publications bibliography, Quarterly abstract bulletin.
982/1 Jan.–Mar. 1982 issue
982/2 Apr.–June 1982 issue

**Use of date in numbered series with a continuing title.**

Sometimes an agency will issue a series of publications beginning with number 1 each year. Rather than add the date after the number, the date is used first to keep the year's publications together.

Example: D 5.315:982/16 Notice to mariners, no. 16 for April 17, 1982

If the date is not used before the number, number **16** for all years will be filed next to each other and not be in logical order.

Sometimes the agencies producing the publications will incorporate the date in the series number that is assigned to the publication. In that case, treat the publication as a numbered series and use the date as it is incorporated in the series numbering system and printed on the publication.

Example: LC 33.10:82–1 LC science tracer bullet 82–1, Jan. 1982.

A problem arises when an agency assigns the number in reverse order. For instance, if the Library of Congress had designated the **LC science tracer bullet** as **1–82,** the best thing would be to ignore the agency designation and use **982/1** in the class. However, this has not been done in many cases in the past when it would have been advisable.

When a new series is initiated by an agency, there is no way to be sure that the series numbering system will not be changed as the series is developed. If a series starts out as dated, then changes to a numbered series, start using the number as part of the class. In most cases, it will not be necessary to establish a new class.

Government publications are so varied in makeup, that there can be no "hard and fast" rules to handle each problem as it arises. Study the publications, consider past practices and future possibilities, and establish new classes or adapt old classes to follow a logical progression of a single series.

**Problems**

A publication carrying both a release date and a date for the statistics covered may create problems in selecting the correct date for the class number.

On a monthly publication, the statistics may cover January 1983, but the most visible date is a February 1983 release date. Do not decide immediately that the class should be **983/2** for the February issue. Look closely at classes assigned to earlier issues to determine which date is being used for classification purposes.

This is necessary particularly at the beginning of a new year. In general, it is better to use the date of the statistics in such cases; however, if the date of the statistics is not readily discernible, use the release date. This decision should be made when the class is first established, then followed consistently throughout the class.

Another example is an annual report that carries a release date only on the cover, but further examination indicates that the publication is the annual report for the previous year. Study classes for earlier issues to determine which date should be used to keep the class consistent.

## Section 4, Cutter Numbers

### Cutter Table and its use

**C.A. Cutter's Two-Figure Author Table,** familiarly known as a Cutter table, was developed by Charles A. Cutter in the 1800's as a library tool for organizing library materials alphabetically. There is also a three-figure table. Both the two- and three-figure tables are used in the Superintendent of Documents classification scheme, and are available from commercial library supply houses.

Cutter numbers are used when there are no series numbers to identify the publications and dates are not appropriate for identification. Cutter numbers are used to distinguish publications in the category classes, as well as in other unnumbered series classes.

The **2–figure** Cutter table is used for most publications. Words beginning with letters in the table are given appropriate letters and numbers. When a word falls between two numbers, always choose the preceding number.

Example: Cutter table:
Chem: 42
Chi: 43
Chim: 44
Chl: 45
Words being Cuttered:
Chemistry: C 42
Cherries: C 42
Children: C 43
Chimes: C 44
China: C 44

The **3-figure table** is used for separates and in some classes where a finer breakdown is necessary to keep publications on a particular subject together. Since the 2- and 3-figure tables are compatible, they may be used in the same class when necessary for better organization of the publications within the class. However, new use of the 3-figure table should be limited as a last resort measure. If possible, use a different Cutter word.

For example, in some Agriculture Department classes there are Cuttered publications for **peaches** and **pears.** Using the 2-figure Cutter table, all publications on both subjects would be interfiled under **P 31.** By using a 3-figure table, **peaches** would be **P 313;** and **pears, P 316,** thus separating each subject.

Publications being Cuttered under the same beginning letters within a class are separated from one another by **/(nos.).** The first publication will bear only the Cutter number such as **C 42.** As other publications with other titles are received, they will be classed **C 42/2, C 42/3,** etc. If there are a large number of publications within a class Cuttered under the same term, try to find a more distinctive Cutter word. If the same Cutter number is being applied to different subjects, consider using the 3-figure table for a finer breakdown.

**Revisions** or later editions of a title which has been Cuttered, are distinguished from the earlier editions by **/(date).**

Example: Soviet Union (map)
PrEx 3.10/4: So 8 (Original edition)
PrEx 3.10/4:So 8/981 (Revised edition, 1981)
PrEx 3.10/4: So 8/981–2 (2d revision for 1981)

### Dates for publications revised the same year as the original issue

The date should be added to the revised issue by using a hyphen-number.

Examples: D 21 (Issued in 1982)
D 21/982–2 (Second or revised edition, 1982)

The **982–2** indicates that **D 21** was also issued in 1982. It is not necessary to go back and add the date to the

first publication. When both publications are issued in the same year, do not use the date alone without a **(no.)**.

Examples: D 21 (Issued in 1982)

INCORRECT: D 21/982 (Revised of new edition also issued in 1982. See above correct example.)

Revisions are classified and filed as followed:

C 42 (original edition of 1st title)

C 42/981 (revised 1981 edition of 1st titles)

C 42/2 (original edition of 2d title requiring this Cutter number)

C 42/2/980 (revised 1980 edition of 2d title)

C 42/2/980–2 (2d revised edition 1980 of 2d title)

C 42/2/981 (revised 1981 edition of 2d title)

C 42/3 (original edition of 3d title, issued in 1982)

C 42/3/982–2 (revised edition of original 1982 edition of 3d title)

**Filing order for Cutter numbers.** Cutter numbers are filed alphabetically by letter, then digit by digit, not necessarily in numerical order. This is true whether the 2- or 3-figure Cutter tables or both together are used. By filing digit by digit the publications will remain in alphabetical order. If filed in strict numerical order, the publications will not be in alphabetical order.

Examples: Chemistry: C 42
Cherries: C 424
Children: C 437
Chimes: C 44
China: C 441
Classification: C 56

Any slash numbers added to the Cutters are filed numerically.

### Special Cutter Numbers

Geographic names beginning with common terms such as **Fort, Saint, Mount, San,** etc., are Cuttered from the first word. The first letter of the second word is transcribed in lower case after the Cutter number.

Examples: Fort Washington: F 77 w
San Diego: Sa 5 d
San Francisco: Sa 5 f

In the case of similar names, when the geographic name begins with common terms such as *Fort, Saint, Mount,* etc., more than one letter may be used after the Cutter number to keep the place names separate.

Examples: I 29.21:F 77 ma Fort Matansas National Monument, Fla.
I 29.21:F 77 mc Fort McHenry National Monument, Md.
I 29.21:F 77 mo Fort Moultrie, S.C.

If the word **Saint, Mount,** etc., are abbreviated on the publications, Cutter the words as if they were spelled out, thus **St.** would be **Saint** for Cuttering purposes.

**State Cutter** numbers have been devised so that each State will have its own distinctive number. Following are the Cutter numbers that should be used in all classes when a State name is being Cuttered:

| | | | | | |
|---|---|---|---|---|---|
| Alabama | Al 1 b | Kentucky | K 41 | North Dakota | N 81 d |
| Alaska | Al 1 s | Louisiana | L 93 | Ohio | Oh 3 |
| Arizona | Ar 4 i | Maine | M 28 | Oklahoma | Ok 4 |
| Arkansas | Ar 4 k | Maryland | M 36 | Oregon | Or 3 |
| California | C 12 | Massachusetts | M 38 | Pennsylvania | P 38 |
| Colorado | C 71 | Michigan | M 58 | Rhode Island | R 34 |
| Connecticut | C 76 | Minnesota | M 66 | South Carolina | So 8 c |
| Delaware | D 37 | Mississippi | M 69 i | South Dakota | So 8 d |
| D.C. | D 63 | Missouri | M 69 o | Tennessee | T 25 |
| Florida | F 66 | Montana | M 76 | Texas | T 31 |
| Georgia | G 29 | Nebraska | N 27 | Utah | Ut 1 |
| Hawaii | H 31 | Nevada | N 41 | Vermont | V 59 |
| Idaho | Id 1 | New Hampshire | N 42 h | Virginia | V 81 |
| Illinois | Il 6 | New Jersey | N 42 j | Washington | W 27 |
| Indiana | In 2 | New Mexico | N 42 m | West Virginia | W 52 v |
| Iowa | Io 9 | New York | N 42 y | Wisconsin | W 75 |
| Kansas | K 13 | North Carolina | N 81 c | Wyoming | W 99 |

**Acronyms and initialisms** are Cuttered from the first word spelled out when the full form of the acronym is known or is stated in the book.

Examples: MCRL (Master Cross Reference List) M 39
CETA (Comprehensive Employment Training Act) C 73

If the words the letters represent cannot easily be determined, Cutter from the initials as they appear on the publication or choose another term when possible.

Example: CENTAC program (meaning unknown) C 33

## Selecting Cutter Words

This, perhaps, is the most difficult part of the class to keep consistent. There are as many different ideas on the best word to Cutter as there are classifiers assigning the numbers. In most cases a Cutter word selection is neither right nor wrong, but a matter of deciding which word is best for that particular publication in that particular class.

If the publication being classified is a revised edition of an earlier publication, it should be Cuttered the same as the original with addition of **/(date).**

**Check class under all possible Cutter words** for similar publications first. If none is found, use the following guidelines in selecting Cutter words.

### Basic rule

Cutter from the first significant word in the title which denotes the subject of the book. In cases of doubt between terms, choose the term which comes first in the title.

Examples: Increasing the **nutritive** value of wood and forest procducts. . . .

Report and recommendations on **range** conditions. . . .

**Pine** reforestation task force report. . . .

How the rural community **fire** protection program can help you.

Progress report on the **cartographic** activities of the U.S. . . .

Proceedings of a symposium on preliminary results from the Sept. 1979 **Researcher/Pierce**

Present and recommended U.S. Government research in **seafloor** engineering. . . .

Behavior and neurology of **lizards**
Victims of **rape**
Owlie Skywarn on flash **floods**

**Exceptions**

1. Avoid Cuttering under words which are common to the agency, particularly words in the name of the agency.

   Examples: forest—Forest Service
   health—Public Health Services
   labor—Bureau of Labor Statistics
   wood—Forest Service

2. Avoid Cuttering under terms such as **National, Federal, United States, Government,** etc., unless absolutely necessary. Also, avoid using terms such as **symposium, workshop, report,** etc.

   Examples: National **climate** program
   National **estuarine** sanctuary program
   Present and recommended U.S. Government research in **seafloor**. . . .
   4th international **symposium** on **free** radical stabilization. . . .

3. When a title begins with a meaningless or catch phrase, Cutter from the substantive part of the title which denotes the contents of the book.

   Examples: Fishing for compliments? Try **sea** fare from NOAA
   Paradise regained? **Surface** mining control and reclamation. . . .
   Of cats and rats: Studies of the **neural** basis of agression.

   If there is only a catch phrase for the title, Cutter a word from the phrase.

4. Cutter under the name of an agency only when it is the sole subject of the publication.
5. Geographic names.

   a. In classes where the subject matter is similar (i.e., draft environmental impact statements) Cutter from the first word of the geographic location.

      Examples: **Adam's** Rib Ski area: draft environmental impact statement
      Draft environmental statement: **Alsea** Planning Unit
      Oil and gas lease applications of the **Los Padres** National Forest: draft environmental assessment

   b. In more general classes the geographic location should be weighed against the first subject term. Check the class for past practice. In case of doubt, prefer the geographic term, especially when the subject term is common to the class.

      Examples: Gravity survey of **Amargosa** Desert area of Nevada
      Water-resources inventory, **Antelope** Valley
      The effects of decreased nutrient loading on the limnology of **Diamond Lake,** Oregon
      **But** Formation and transport of **oxidants** along Gulf Coast . . .

   c. Areas within national parks and forests should be Cuttered under the name of the park or forest.

      Examples: **Sleeping** Bear Dunes National Lakeshore: Alligator Hill cross country ski trail (I 29.6/3:Sl 2 b/6)
      **Sleeping** Bear Dunes National Lakeshore: Empire Bluff cross country ski trail (I 29.6/3:Sl 2 b/7)

In cases of doubt concerning geographic terms, examine the class for past practice and try to follow the pattern if one has been established.

d. When Cuttering using a geographic term consisting of a proper personal name, base the Cutter on the first word in the name.

For example, a Forest Service map of the George Washington National Forest should be classified as:

A 13.28:G 29

If, however, there is an established practice within a particular class Cuttering from the last name, continue that practice to keep related publications together.

For example, a 1982 Forest Service information pamphlet on the George Washington National Forest is received, and in the master classification file there is:

A 13.13:W 27 George Washington National Forest, 1958,

A 13.13:W 27/969 George Washington National Forest, 1969,

A 13.13:W 27/975 George Washington National Forest, 1975, assign the class A 13.13:W 27/982 to keep the material together.

e. Maps should be Cuttered using the name of the geographic area covered, i.e. country, national park, national forest, etc. Forest Service maps should be Cuttered under the first-named national forest depicted. If the map shows a particular trail, wilderness area, or feature within a forest, use the Cutter for the forest. This will collect all maps covering a single forest or park into a unified sequence in the shelf list and **Monthly Catalog**.

6. Related publications. When a publication is bibliographically related to another publication, class using the same Cutter whenever possible.

a. Multiple volumes in a set with a collective title should all be Cuttered under the same term in the collective title.

b. Multiple volumes in a set lacking a collective title may be kept together only when all titles are known and all titles share a common word. If titles are unknown, do not try to keep the set together; instead, Cutter under the most appropriate word in each title.

c. Publications in different classes which are related, such as draft and final environmental impact statements, should be Cuttered under the same term.

d. Serials should be removed from general classes when it is discovered that the title is being issued annually or more frequently, and separate classes should be assigned. When this is done, Cutter numbers are not needed in the class, with a few exceptions made in the boards, commissions, committees, and congressional classes, which do have Cutters in the class stems.

### Dates and other information after the Cutter number

Whenever a date is used after a Cutter number, and additional numbers are needed, use a slash and a word or abbreviation between the slash and the number to show exactly what the number means.

Example: PrEx 3.10/4:So 8/981/sh.2 Soviet Union (map), sheet 2

Sometimes the date as written on the publication is not compatible with the Superintendent of Documents classification scheme and its punctuation. A good illustration of the problem is **1984/85 NEH Fellowship Programs.** The class for the basic title is **NF 3.2:F 33/11.** The first thought is to use the date as printed on the publication, but a slash in the date after a Cutter number is not permitted. The correct handling of the date in this case is:

NF: 3.2:F 33/11/984–85.

Convert the slash printed on the publication to a hyphen in the class. Note that unlike previous years when the date was used in a Cuttered class because it was part of the title of a publication, the future trend is to limit the use of dates only to indicate new editions.

### Problems

Sometimes a prolific series requiring Cutter numbers becomes so crowded that it is advisable to devise some scheme to avoid an overabundance of **/(nos.)** on a particular Cutter. This happens often in classes for maps and environmental impact statements that cover comparatively small areas. One way to avoid having long complicated classes is to set up separate classes by State, and Cutter the small areas under each State. This does create many separate smaller classes. but it keeps publications on one State together and makes Cuttering and the location of specific publications easier.

Another solution to the problem is to assign a number after the colon for each State in a single series class, then Cutter the small area after the number.

The State names should not be tacked on to a class with a slash after the Cutter for two reasons. One, it is meaningless by itself in the class; two, it makes the class too long.

Also, in such prolific classes the 3-figure Cutter table may be used for a finer breakdown of similar words.

### Formatting class numbers

The format of the Supt. of Docs. classification number is critical for the proper construction of the number itself and for accurate sorting and searching of class numbers in automated systems. One important aspect of the construction of the class number is the use of spacing. Generally, a space must be inserted between letters and numbers in the class number unless there is intervening punctuation. The only exception is the use of parenthesis. One space must be inserted before and after a parenthesis whether it is preceded or followed by a letter or number, unless the parenthesis is followed by intervening punctuation.

| Correct formatting: | Incorrect formatting: |
|---|---|
| A 1.10:B 68 | A1:10:B68 |
| C 16.21/a:17 | C 16.21/ a:17 |
| D 5.317:616 (717–5) A | D5.317:616(717–5) A |
| AE 2.106/3:26/pt.1 (sec.1.641 to 1.850)/985 | AE 2.106/3:26/pt.1 (sec. 1.641 to 1.850) / 985 |
| D 101–11:9–2330–363–14&P | D 101.11:9–2330–363–14 & P |

# Congressional and Related Publications (X and Y classes)

## Section 1, Boards, Commissions, and Committees (Y 3.)

Those agencies established by act of Congress or under authority of act of Congress, not specifically designated in the Executive Branch of the Government, are grouped under Y 3., one of the agency symbols assigned to Congressional publications.

**Agency designations.** The classification numbers of the publications of these agencies are then literally pushed over to the right so that instead of the series designation following the period, the individual agency designation follows it. This agency designation is derived from the two-figure Cutter table, by Cuttering the first main word of the agency name. The Cutter number is followed by a colon.

Examples: Y 3.Ad 6: Administrative Conference of the United States
Y 3.Se 4: Selective Service System

**Series designations** for publications of these agencies then follow the colon instead of preceding it as is done in other classes.

Examples: Y 3.Ad 6:1 Annual report
Y 3.Ad 6:2 General publications

**Individual book numbers** are then added to the series designation by use of a slash, or by a blank space if the series designation is followed by Cutters.

Examples: Y 3.Ad 6:1/983
Y 3.Ad 6:2 C 21

Breakdown of the components of the **Y 3.Ad 6:1/983** class:

| | |
|---|---|
| Y 3. | Congressional publications |
| .Ad 6: | Issuing Agency |
| :1 | Series |
| :1/983 | Individual book number |

### Practical application

*Author symbols.* When publications from a new committee, commission, task force, or interagency organization are received, it is necessary to determine how the agency was set up, and how it fits into the total Government organization. Often this information is not included in the publication and must be obtained from the agency itself.

There are many informal interagency groups that fall into this category as well as those specifically set up by law. Congress may request a report on a certain subject. In order to comply with this request, several agencies may work together as a group because the subject of the report comes under their varied jurisdictions. These loosely formed committees will publish one report, and for classification purposes are assigned *Y 3.* author designations. In such cases, the committee

may publish only the one report, then cease to exist.

When it has been determined that the new agency designation should be *Y 3.*, assign the Cutter number from the two-figure table, using the first main word from the agency name. This is followed by a colon.

Example:

| | |
|---|---|
| Y 3.Am 3: | American Battle Monuments Commission |
| Y 3.L 61: | National Commission on Libraries and Information Science |

Check all active and inactive files to be sure the number has not been used previously. A slash and numbers are used to distinguish between author designations having the same or similar first word in their names.

Examples:

| | |
|---|---|
| Y 3.F 31/8: | Federal Deposit Insurance Corporation |
| Y 3.F 31/15: | Federal Council on Aging |

In later years, because there are so many agencies beginning with **Federal**, a more descriptive word in the name of the agency is used for the Cutter number.

Examples:

| | |
|---|---|
| Y 3.E1 2/3: | Federal Election Commission |
| Y 3.P 19: | Federal Paperwork Commission |

This applies to such words as **Advisory, National,** and **Interagency,** also.

(*Subordinate offices.*) The **Y 3.** classes make no provision for a breakdown for publications of smaller offices. Most of the organizations are small themselves, and have no subdivisions other than, perhaps, working groups.

A few of the larger organizations do have subdivisions. The Tennessee Valley Authority is an example. An effort was made to attach classes for publications of one office together by using **–nos.** with classes already established, as was done with the **HE 23.1210:** classes, the example given in Chapter 2. Office names changed and this attempt to organize by smaller issuing office was not totally satisfactory.

Subordinate offices are disregarded in assigning classes in the **Y 3.** classes except when the office name is part of the title of the series. Classes are related to each other by subject matter.

*Series designation* follows the colon. These series designations are assigned in the regular way, and the standard classes are used when necessary, or reserved for future use.

Examples:

| | |
|---|---|
| Y 3.N 88: | Nuclear Regulatory Commission |
| Y 3.N 88:1 | Annual report |
| Y 3.N 88:2 | General publications |

If a commission or committee is established to make a study, submit a report to Congress, then goes out of existence, only the **1** class (Y 3.—:1) is set up. This class is entitled **Report** rather than **Annual report.** In preparing the report, the commission may issue background papers, task force reports, interim reports, or such. In that case, either the **General publications** class (Y 3.—:2) or a class for the specific title of the series may be set up (Y 3.—:9). Numbers 2 through 8 (prior to 1985) and 2 through 14 (after the latter part of 1985) are always reserved for the standard classes even though they may never be used.

Series of the same or related subjects are attached to each other by **–(nos.)**

Examples:

| | |
|---|---|
| Y 3.0c 1:10–2 | Administrative Law Judge and Commission decisions |
| Y 3.0c 1:10–3 | Index to Decisions of Occupational Safety and Health Review Commission |

Y 3.0c 1:10–4 Citator to Decisions of Occupational Safety and Health Review Commission

Individual book numbers are added after the series designation. A slash is used after the series designation if the book number begins with a number. If the book number begins with a letter as in Cuttered classes, a space with no punctuation is used between the elements.

Examples:

Y 3.N 88:1/982 Nuclear Regulatory Commission, 1982 annual report

Y 3.T 25:2 B 84 Floods on Tuckasegee River and Deep Creek in vicinity of Bryson City, N.C.

*Numbered series.* Use a slash between the series designation and the individual book number.

Examples: Y 3.N 88:10/0868 A collection of mathematical modes for dispersion in surface water and groundwater, NUREG–0868.

Prior to 1985, a revised edition of a numbered publication in a **Y 3.** class was designated by **/rev.** In the future, all revisions will be classed by adding /(date) to the original edition class.

Examples: Y 3.N 88:10/0868/rev.
Y 3.N 88:10/0870/985

A numbered publication issued in volumes is classified by using a slash, the letter **v.** and the number.

Example: Y 3.N 88:10/0868/v.1

A numbered publication carrying both volume and number is classified by adding a comma after the volume number, then the letters **no.** before the actual numbers.

Example: Y 3.N 88:10/0868/v.1,no.2

In a numbered series, after the first book number, informative letters should precede any additional numbers, such as **pt.** for part numbers, **chap.** for chapter numbers, **rp.** for report numbers, etc.

Example: Y 3.N 88:10/0868/rp.17 **not** 0868/17

(*Dates.*) Use a slash after the series designation and the 3-digit date or dates, as necessary.

Example: Y 3.B 78:1/982 Annual report of the Board for International Broadcasting, 1982.

When a publication is issued quarterly, monthly, weekly, etc., use a hyphen after the 3-digit date and the number assigned to that particular issue.

Example: Y 3.Oc 1:10–2/982–8 Occupational Safety and Health Review Commission decisions, table of citations, August 1982 issue.

Do not use a slash between date and issue number in **Y 3.** classes as is done in other classes mentioned in earlier chapters.

**Cutter numbers.** When a Cutter is used, leave a space between the series designation and the Cutter number. Do not use any punctuation to separate these two elements.

Example: Y 3.C 76/3:2 K 54/3/982 For kids' sake—think toy safety Revised Sept. 1982.

Slash numbers are used to separate titles using the same Cutter numbers as in the regular classes. Dates for revisions, and any other information are added, separated by slashes in the regular way. See above example.

An **additional number** other than a date after a Cutter number should carry an abbreviation or word before it to explain the additional number.

This is true of any Cuttered publication.

Example: Y 3.T 22/2:2 F 95/2/no.1 Synthetic fuels for transportation background paper

The word **number** may or may not be printed on the publication, but such an abbreviation should still be used in the class. Avoid tacking on unexplained numbers.

## Section 2, Congressional Record and House and Senate Journals (X)

The class stem for the *Congressional record* (bound edition) is X followed by a period. The period is followed by the number of the Congress, a slash, and the session number, then a colon.

Examples: X.95/2:
X.96/1:

The volume number, the abbreviation **pt.**, and the part number complete the class.

Example: X.96/1:125/pt.19 Congressional record, 96th Congress, 1st session, volume 125, part 19, Sept. 13–20, 1979.

The daily **Congressional record** is treated as a preprint for classification purposes by using **/a** as part of the class stem. Then the class is formed by using the Congress and session numbers, the volume and issue numbers.

Example: X/a.98/1:129/1 Congressional record, volume 129, no.1, Jan. 3, 1983.

The House and Senate journals have been assigned **XJH** and **XJS** respectively. The letters are followed by Congress and session number, then the part number.

Example: XJH:96-2/pt.1 Journal of House of Representatives, 96th Congress, 2d session, part 1.

## Section 3, Congress, House, and Senate (Y 1.)

All **unnumbered publications** of the Congress as a whole, the House of Representatives, and the Senate are grouped into three separate classes regardless of type of material. Following are the class designations:

Y 1.1: Congress as a whole, and conference committee publications without the names of specific established committees printed on them.

Y 1.2: House of Representatives publications

Y 1.3: Senate publications

Classes in most of the above series are completed by adding a Cutter number after the colon. The publications may be manuals, bibliographies, compilations of laws, or any other type of material. Separate classes are not established for specific kinds of material. None of the publications classified in these series carries a Congressional committee name on it, and all are treated as miscellaneous unnumbered publications. Individual book numbers and revisions are handled the same as in other Cuttered classes.

Example: Y 1.2:T 23/982 Telephone directory, Spring 1982. Issued by the House of Representatives.

The Senate has numbered all of its publications since the beginning of the 98th Congress. The numbers printed on the publications are used now rather than Cutter numbers.

Example: Y 1.3:S.pub.98-15 United States Senate telephone directory. May 1983

If, at a later date, the House of Representatives or Congress starts numbering its publications, the numbers printed on the publications should be used in the **Y 1.1:** or **Y 1.2:** class as appropriate.

A few exceptions have been made for specific titles of House and Senate publications by establishing separate classes for them. These are attached by **/(nos.)** to the appropriate classes.

Examples: Y 1.2: House of Representatives publications
Y 1.2/2: House calendar
Y 1.3: Senate publications
Y 1.3/3: Senate calendar

Such additional classes are completed in the usual way using numbers, dates, or Cutter number as appropriate in each case after the colon.

**Numbered House and Senate documents and reports** have separate classes. Originally, the individual numbered documents and reports were not assigned specific classes, and were filed simply by number in individual groups.

Examples: House and Senate documents and reports of the 86th Congress, 2d session.
86–2:H.doc.21
86–2:H.rp.100
86–2:S.doc.11
86–2:S.rp.35

During the 96th Congress, an **X** preceded the Congress and session numbers to aid in the computer production of the *Monthly Catalog of United States Government Publications.*

Examples: House and Senate documents of the 96th Congress, 2d session.
X 96–2:H.doc.353
X 96–2:S.doc.62

These old numbering systems were in effect through the publications of the 96th Congress.

Beginning with the 97th Congress, the publications were assigned Y 1.1/(nos.): classes.

Examples: Y 1.1/5: Senate reports
Y 1.1/8: House reports

The number as it is printed on the report follows the colon.

Examples: Y 1.1/5:97–570 Senate Report 97–570
Y 1.1/8:97–914 House report 97–914

Since the House and Senate incorporated the Congress number in their numbering systems, no adjustment to the class is necessary to differentiate between the publications of various Congresses.

**Subordinate offices.** The classification scheme for the publications of Congress does not provide for an orderly incorporation of classes for publications of subordinate offices. In recent years, subordinate offices have been issuing their own publications, thus presenting problems in the best way to expand the classification system. Publications of two such offices have been handled in two different ways.

The class, **Y 3.T 22/2:**, was established in July 1974 for the publications of the Technology Assessment Office, United States Congress. The individual series classes are set up and used as in any **Y 3.** class. (See Section 1 of this Chapter.)

**Y 10.** was established in March 1975 for the publications of the Congressional Budget Office, United States Congress. The individual series classes are set up and used as in regular department and agency classes. (See Chapter 2.)

Future new classes for publications of subordinate offices of Congress would do well to follow the **Y 10.** example, rather than the **Y 3.** example. This will avoid mixing the

Congressional subordinate office classes with the boards, committees, and commissions classes.

Neither class is wrong. It is a question of which type of class for Congressional subordinate offices is more compatible with the basic principles of the classification system.

### Star prints

Corrected editions of Congressional documents are issued as star prints. These documents have a star printed at the lower left-hand corner of the title page or cover. Sometimes the words "star print" also appear adjacent to the star. Star prints are new, revised editions. The class number for a star print should include "/corr." after the number assigned to the original edition.

Examples: Y 1.1/5:97–77 **original edition**
Y 1.1/5:97–177/corr. **star print**

## Section 4, Congressional Committee Publications (Y 4.)

The working committees of Congress such as Appropriations, Judiciary, etc., are grouped under **Y 4.**, one of the agency symbols assigned to Congress. As in the **Y 3.** classifications outlined in Section 1 of this Chapter, an author designation based on the name of the Committee and derived from the Cutter table follows the period and is followed by a colon.

Examples: Y 4.J 89/1: House Committee on the Judiciary
Y 4.J 89/2: Senate Committee on the Judiciary

Unlike the **Y 3.** classes, the figure **/1** is used in the Committee classes when it is known that there are both House and Senate Committees with the same name.

If other committees are appointed using the Cutter number, **J 89**, slash numbers beginning with the next highest number would be used as the author designation.

With this method of classifying Congressional committee publications, the classes for publications of House, Senate, and Joint committees are intermixed.

Examples:

| | |
|---|---|
| Y 4.Ap 6/1: | House Appropriations |
| Y 4.Ap 6/2: | Senate Appropriations |
| Y 4.B 22/1: | House Banking, Finance and Urban Affairs |
| Y 4.B 22/3 | Senate Banking, Housing and Urban Affairs |
| Y 4.Ec 7: | Joint Economic Committee |
| Y 4.Ed 8/1: | House Education and Labor |
| Y 4.F 29: | Senate Finance |
| Y 4.L 61/2: | Joint Committee on the Library |

No provision is made for separate classes for subcommittees under the committees.

Separate series classes, with a few exceptions, are not assigned in the **Y 4.** classes. All publications including committee prints, hearings, manuals, bibliographies, etc., are included in a single class.

After the author designation and colon is the **individual book number.** The individual book numbers are assigned by using a Cutter number or serial number depending upon the designation, if any, which is printed on each publication.

Serial numbers appearing on publications should be used in the class. The numbers may or may not be identified by the word **serial** on the publications. These numbers usually begin with number one for each Congress. Some committees use the number of the Congress in conjunction with the serial numbers, and others do not. Some identify their publications by let-

ters rather than numbers, and some by letters and numbers.

Some committees do not number their publications, so the class is completed by using Cutter numbers.

| | | |
|---|---|---|
| Components of a class: | Y 4. | Congressional Committees |
| | .J 89/1: | Committee designation |
| | :97/54 | Individual book number |

## Practical application

### Serial numbers

The numbers and letters should be used as they are printed on the publication as far as possible.

Examples:

| | |
|---|---|
| Y 4.B 22/3:S.Hrg. 98–12 | Nomination of Edwin J. Gray, hearing . . . 98th Cong., 1st sess . . . S.Hrg. 98–12 |
| Y 4.Ag 8/1:97–BBBB | Surplus Agricultural Commodities Act, hearing . . . 97th Cong., 2d sess . . . Serial no. 97–BBBB |
| Y 4.B 22/1:97–95 | HUD field reoganization . . . Hearing, 97th Cong., 2d sess . . . Serial no. 97–95 |

When a serial number does not incorporate the number of the Congress as has been done in the above examples, the Congress number must be added to the class after the colon, followed by a slash, then the serial number.

Example: Y 4.J 89/1:97/54 Lanham Trademark Act amendment, hearing . . . 97th Cong., 2d sess . . . Serial 54.

The slash in the class indicates at a glance that the Congress number is not printed as part of the serial number of the publication.

Compare:

| | |
|---|---|
| Y 4.J 89/1:97/54 | Serial number 54 without the Congress number printed on the publication. |
| Y 4.B 22/1:97–95 | Serial 97–95 incorporating the Congress printed on the publication. |

*Part numbers.* The serial numbers are assigned in different ways to the Committee publications. Many hearings are issued in parts. A committee may assign the same serial number to all parts, so that it is necessary to use the part numbers in the classes.

Examples:

| | |
|---|---|
| Y 4.J 89/2:J–97–7/pt. 3 | Department of Justice confirmations hearings . . . part 3 . . . Serial no. J–97–7. (Parts 1 and 2 are also designated Serial J–97–7.) |
| Y 4.In 8/14:97–9/pt. 10 | Additions to the National Wilderness Preservation System, hearing . . . Serial 97–9, part 10. (Parts 1–9 are also designated Serial 97–9.) |

Some committees assign separate serial numbers to each part of a hearing. The part number should be used in the class in such cases:

Examples:

| | |
|---|---|
| Y 4.B 22/1:97–53 | Housing and Urban-Rural Recovery Act, hearings, part 2. Serial no. 97–53 |

Y 4.B 22/1:97–55 Housing and Urban-Rural Recovery Act, hearings, part 4. Serial no. 97–55.

When part 1 of a numbered serial is received, look at other publications in the class to determine whether the part number has been necessary in this particular class in similar cases. Presumably the committee is consistent in assigning serial numbers to publications issued in parts, and earlier examples can be followed. When part 2 or later numbers are received, it is easy to determine whether to use the part number in the class by locating the earlier parts.

**Cutter numbers** are used for publications not carrying serial numbers or letters. The rules for Cuttering hearings are the same as for other publications. (*See Chapter 3, Section 4.*)

There are a few problems that are, perhaps, unique to the hearings. One problem is how to handle such words as **Nominations, United States** and **Legislation.** Use these words for Cutter words only when absolutely necessary.

A hearing may be entitled **Nominations** only. The hearing may cover one or several names but they are not listed in the heading title. In this case, Cutter under **Nominations.**

Example: Y 4.L 11/4:N 72/982–4 Nomination, hearing . . .

The date is added after a slash with hyphen-numbers as necessary, as is done with any Cuttered publication.

If the heading title carries one or more names after the word **Nomination,** Cutter under the name of the first person listed.

Examples:

| | |
|---|---|
| Y 4.F 76/2:K 38 | Nomination of Richard T. Kennedy, hearing. |
| Y 4.———— :L 69 | Nominations of Joe Lister, John Doe, and Mary Brown, hearing. |

Avoid using **United States** and **Legislation** as Cutter words when possible. Congress is involved with legislation and the United States, and presumably most of their publications deal with these subjects. If **Legislation** or **United States** is the only word in the title, use it for the Cutter word; otherwise, choose another word. A hearing may be on United States relations with another country. Even though the United States may be used first in the title, Cutter under the name of the foreign country. **Legislation on energy** may be the title of a publication. Cutter under **energy** rather than **Legislation.** The name of the committee issuing the publication may affect your choice of Cutter, and an exception to the above rule may be necessary. The Committee on Energy may issue a publication entitled **Legislation on energy.** According to the rules, neither word is a good Cutter word, since the committee itself is involved totally with energy. In that case, it is permissible to Cutter under **Legislation.** Study the publications, the names of the issuing offices, the method of handling other publications in the class, and decide on the best Cutter word.

Classify like title together even though they are not revisions or new editions of the same titles. For example, if Richard T. Kennedy is nominated for two separate positions, classify under the same Cutter and use the date after a slash at the end of the class for the second publication.

Examples:

| | |
|---|---|
| Y 4.F 76/2:K 38 | Hearing held in 1981 |
| Y 4.F 76/2:K 38/983 | Hearing held in 1983 |

If the dates for both hearings are 1983, use **–(no.)** after the date for the second hearing. The classes would be:

| | |
|---|---|
| Y 4.F 76/2:K 38 | Hearing held in 1983, but no date is used in the class. |
| Y 4.F 76/2:K 38/983–2 | Hearing also held in 1983. |

It is not necessary to go back and add the date to the first publication.

**Hearings and comm'ttee prints** under the same Cutter number are classified by using slash numbers. Even through the titles may be exactly the same, give the second publication received a different slash number. Do not use the same slash number for a hearing and a committee print.

Examples: K 38 Nomination of Kennedy (hearing)
K 38/2 Nomination of Kennedy (committee print)

**Bill numbers** may be the only title of a publication. This presents a problem. One way to handle the situation is to Cutter a word from the title of the bill.

Example: Y 4.————:En 2
S.1234 (This is the complete title of hearing.)

The subject of the bill is energy so that is selected as the Cutter word.

The other way to handle the problem is to Cutter the **S** alone. Cuttering the letter alone is less informative than Cuttering a word and in years to come it is doubtful that a user will search for a bill number to find a publication on a certain subject.

While either method may be used, the way such publications are handled should be consistent within a class.

Before choosing a Cutter word, look in the master file under all possible Cutter words so that all like titles will be Cuttered under the same word, and to be sure that the publication in question is not a duplicate.

**Numbers** may appear as part of titles, and be required in the classes. Convert Roman numerals to Arabic numerals in the classes.

Example: Miscellaneous tax bills, XVII, hearing.

Though the word **number, part, section, or volume** does not appear in the title before the number, use an abbreviation of some such designation before the number when it is added at the end of the class. Numbers should not be tacked onto the end of a Cuttered class with no explanation.

Correct: Y 4.———:T 19/981–82/no.17

INCORRECT: Y 4.———:T 19/981–82/17

**Dates** in the title of a hearing should be used in a Cuttered class even though there has been no earlier publication with a similar title.

Example: Y 4.G 74/9:Ar 2/981 Arctic Research and Policy Act of 1981, hearings . . .

**Problems and deviations.**

A committee may issue its publications in a variety of ways. The hearings may have serial designations and the committee prints may not. That means that part of the class may be numbered, and part Cuttered. Use the same class stem for both types of material.

Examples:

| | |
|---|---|
| Y 4.Ag 8/1:B 85/2/982 | Report of the Committee on Agriculture . . . to the Committee on the Budget . . . Committee print |
| Y 4.Ag 8/1:97–JJJ | Review of tobacco price support program costs, hearing. Serial no. 97–JJJ. |

Another committee may use serial numbers for hearings, and letters for committee prints. These are classified under the same class stem.

Example:

| | |
|---|---|
| Y 4.En 2/3:97–GG | Natural gas regulation study . . . Committee print 97–GG. |
| Y 4.En 2/3:97–119 | Telecommunications Act of 1982, hearings . . . Serial no. 97–119. |

**Designation changes.** In recent years more committees have been assigning serial numbers to their publications. As the committees add, drop, or change their serial designations, the class should be adapted to cover these changes. When the committee has indicated that it will be changing from Cutters to numbers or vice versa, the class should be changed at the beginning of a new Congress or a new session of Congress.

**Series.** No regular numbered series designations other than **Serials** are used as a general rule. Usually the committees issue only hearings and committee prints. When series do occur within the publications of a Committee, they have been treated in various ways. Some examples follow:

Y 4.P 93/1:1/97–1 Congressional directory.

The series designation 1 following the colon has been used. The individual book number indicating the Congress and session follow. Note the slash and hyphen separating the various components of the series and book number for the 97th Congress, 1st session.

| | |
|---|---|
| Y 4.Ec 7:Ec 7/982–2 | Economic indicators, Feb. 1982 |

This is a monthly periodical issued by the Joint Economic Committee. It has been assigned a place in the group of publications issued by this Committee by use of the Cutter designation following the colon (instead of the regular numerical series designation) based on the subject word **economic**. The book numbers for individual issues are designated by year of issue, and number corresponding to month of issue, as 982–2 for February 1982, 982–3 for March 1982, etc. These are added to the series designation **Ec 7** following the colon and separated by a slash.

**Reports also issued as committee prints.** Committee names are often printed on House and Senate reports as well as the assigned House and Senate report numbers. Occasionally a committee will issue a report as a committee print. It may or may not have the words **Committee Print** on it, and it may have **House** or **Senate report** printed on it with no number assigned to it.

If the publication has the number of the report printed on it, it is not a committee print and should be classified in the appropriate **Y 1.** class. *(See Section 3 of this chapter.)*

If the report number has not been printed on the publication, classify it as committee print in the appropriate Committee class.

**Joint hearings.** When two committees hold a hearing jointly and publish the results in one hearing, classify the publication under the first Committee listed.

| | |
|---|---|
| Example: Y 4.F 76/1:Ag 8/2 | Agricultural development in the Caribbean and Central America, joint hearing before . . . Committee on Foreign Affairs and . . . Committee on Agriculture, House of Representatives . . . Serial no. 97–ZZZ. |

This is classified under Committee on Foreign Affairs. Serial no. 97–ZZZ is the serial number assigned by the Committee on Agriculture so it is not used in this class.

**Publications prepared by one committee for the use of another committee.** These publications are usually issued as committee prints. This is most prevalent when the Joint Committee on Taxation prepares summaries, descriptions, and analyses of bills for the Senate Committee on Finance and the House Committee on Ways and Means. It is necessary to determine which committee actually published the committee print.

If the heading on the publication reads **Joint committee print,** classify it under the Joint Committee on Taxation.

If there is no heading, look at the next page to see if names of members of the committee are listed as they often are on committee prints. Classify under the committee to which the members belong.

If there is no heading, and no members' names are listed, look in the classification files to determine what has been done in similar situations, and classify accordingly.

### New classes for new and reorganized committees

As new committees are formed, set up new committee classes by Cuttering the first main word in the title of the committee, checking all active and inactive files to determine the correct slash number to be used.

If two or more existing committees are merged into one committee, set up a new number for the committee.

Examples:

| | |
|---|---|
| Y 4.Ag 8/2: | Senate Committee on Agriculture and Forestry. |
| Y 4.N 95: | Senate Select Committee on Nutrition and Human Needs. |
| Y 4.Ag 8/3: | Senate Committee on Agriculture, Nutrition and Forestry. |

When the first two committees were merged to form the third committee, a new author designation was assigned to it.

If a committee name changes to include other subjects, but completed committees were not merged, use the existing class and change the name of the class.

Examples: House Committee on Y 4.B 22/1: Banking and Currency.
House Committee on Y 4.B 22/1: Banking, Housing, and Urban Affairs.
House Committee on Y 4.B 22/1: Banking, Finance, and Urban Affairs.

This should be done only when the first important word of the name of the committee remains the same. If the name of the committee changes to **Finance, Banking, and Urban Affairs,** a new class should be set up with **Finance** as the Cutter word.

# Exceptions, Problems, and Miscellaneous Instructions

## Section 1, Special Treatment of Publications of Certain Authors

While the foregoing principles and rules govern the classification of the publications and documents of most Government authors, special treatments are employed for those of certain Government agencies. These consist of classes assigned to:

1. Some series issued by the Interstate Commerce Commission.
2. Boards, Commissions, and Committees established by act of Congress or under authority of act of Congress, not specifically designated in the Executive Branch of the Government. *(See Chapter 4, Section 1.)*
3. Congress and its working committees. *(See Chapter 4, Sections 2–4.)*
4. Multilateral international organizations in which the United States participates.
5. President and the Executive Office of the President including Committees and Commissions established by executive order and reporting directly to the President.

### Interstate Commerce Commission

The classes assigned to publications of this agency were revised in December 1914 to provide better groupings of material than could formerly be given due to the lack of bureau breakdowns within the Commission at that time. Accordingly, those publications of the Commission as a whole, such as annual reports, general publications, bulletins, circulars, etc., continued to follow the regular form of classification, while all others were grouped by subject.

This subject grouping took the place of bureau breakdowns and was designated by adding the first three or four letters of the subject word to the main agency designation of **IC 1.**

Examples: IC 1 acci. Publications relating to accidents.
IC 1 exp. Publications relating to express companies.

The series designations and individual book numbers were then assigned under each subject grouping as though it were a regular bureau.

Example: IC 1 acci. 3:3 Accident bulletin no. 3

A list of current subject breakdowns is contained in *List of Classes of United States Government Publications Available for Selection by Depository Libraries.*

### Multilateral International Organizations in which the United States Participates

Many of the publications of these organizations are published simulta-

neously by the United States and other countries. The United States portions of these organizations may also publish separately, for example, the United States National Commission for UNESCO. Since participation by the United States is in the realm of foreign relations, such publications are classed under the State Department with two main class designations assigned as follows:

S 3. Arbitrations and Mixed Commissions to Settle International Disputes
S 5. International Congresses, Conferences, and Commissions

The individual organizations are then treated as subordinate bureaus or offices, a number being assigned to each as it begins to publish, but following the period rather than preceding it as in regular class construction. Individual book numbers are assigned after the colon, using the 2-figure Cutter table and based on the principal subject word of the title.

However, if the organization proves to be a prolific publisher, issuing several definite series of publications, each is distinguished by adding a slash and digits beginning with 2 to the number assigned to the organization as a bureau designation, as in the case of related series in regular class construction. For example, some of the series issued by the U.S. National Commission for UNESCO are classed as follows:

S 5.48/9: Addresses
S 5.48/10: Maps and posters
S 5.48/11: Executive committee, summary of notice of meetings

Individual book numbers are then assigned in the regular way.

Only publications of the United States delegations or commissions are classified. Publications issued by the international organization as a whole (e.g. United Nations) are not considered United States Government publications and are not assigned Superintendent of Documents classification numbers.

**President and Executive Office of the President, including Committees and Commissions Established by Executive Order and Reporting Directly to the President**

The agency symbol assigned to the President of the United States is **Pr** followed by the number corresponding to the ordinal number of succession to the presidency, as **Pr 40,** Ronald Reagan, 40th President of the United States. Breakdowns under the agency symbol follow normal methods of classification expansion. However, in recent years, presidents have appointed many special committees and commissions to study particular problems and to report their findings directly to the Chief executives. These organizations usually cease to exist after making their reports. Since their publications are usually few in number, normal bureau treatment is not practical and special treatment is therefore indicated to prevent establishment of classes which will not be used, and in addition to keep together the publications of all such organizations appointed by one president.

Beginning with those appointed by President Eisenhower, one series class **Pr—.8:)** has been assigned for all such committees and commissions. A Cutter designation using the 2-figure table is then assigned to each based on the principal subject word of its name, as Pr 34.8:H 81, President's Advisory Committee on Government Housing Policies and Programs. Publications of the committee are distinguished by addition of the slash and Cutter numbers based on the principal subject word of the title as normal classification. In or-

dinary usage a double Cutter number is not assigned to a publication. The **Pr—.8:** class is an exception.

Examples:

| | |
|---|---|
| Pr 40.8:Et 3/L 62/2 | Deciding to forego life-sustaining treatment, ethical, medical, and legal issues in treatment decisions. |
| Pr 40.8:Et 3/H 34/2/v.3 | Securing access to health care, v.3. |

Both of the examples are publications of the President's Commission for Study of Ethical Problems in Medicine and Biomedical and Behavioral Research established by Public Law 95–622 in 1978.

When a class has been established for a Committee, the class continues under the establishing President, even though a new President may be elected. If the new President renews the establishment of the Committee, then the class is transferred to the .8 class for the renewing President.

Beginning with the administration of President Kennedy, the continuing offices assigned to the President which make up the Executive Office of the President, have been given permanent classes under the symbol *PrEx*. Thus, with a change in administration it is no longer necessary to change the classes for such offices as Management and Budget Office, Council of Economic Advisers, Council on Environmental Quality, etc. These have been given breakdowns as subordinate offices of the Executive Office of the President.

Example: PrEx 2. Management and Budget Office

Series and book numbers are then assigned in the usual manner.

## Section 2, Miscellaneous

### Contins

The following are procedures for assigning classification numbers to contins based on their designations.

A. Date.

1. If two issues are combined within the same year, use the date/both numbers separated by a comma.

   e.g. 979/3,4

   a. If two issues for two different years are combined, use dates and separated by a comma.

      e.g. 979/4,980/1

2. If a publication is monthly, but is not issued in August, then make the September issue number 9, and make a note for the shipping list and on the contin card.
3. When a new title begins with an issue other than the January issue, give it the designation 1 and designate all future issues for that year accordingly.

   e.g. If a monthly publication begins with the September issue, it will be given the number 1 and there will only be four numbers for that year. The January issue of the following year will being again with number one.

B. Numbers; and letters and numbers.

1. If a publication has consecutive numbering which continues from year to year, then the numbering alone is sufficient.

   e.g. January 1980, no. 27 would be designated :27

C. Special issues.

1. All special issues should be carefully scrutinized for content and pub-

lication pattern. If issued on a regular basis, they should be given a different class and cataloged separately.

2. Special issues published irregularly or on a one-time basis, will be assigned the same classification stem as the contin and cataloged separately.

D. Indexes.

1. An index should be given the same classification number as the publication it indexes.

2. In some cases indexes were in the past given separate classification numbers. These will remain as they are and will have to be cataloged and classed individually.

B. Date.

1. If there is only one index per year, use year/ind.

e.g. 979/ind.
e.g. 979/ind.

2. If there is more than one index, then indicate which months are covered.

e.g. Semiannual index covering Jan.-June would be classed: 979/1-6/ind. The annual index, if cumulative, would be classed: 979/1-12/ind.

C. Numbers.

1. Use the number which are indexed/ind.

e.g. T 43.12:1-53/ind.

D. V. nos. & nos.

1. If the index covers complete volume, use volume number/ind.

e.g. E 3.27:4/ind.

2. If the index covers part of volumes, include numbers as follows:

e.g. E 3.27:4/1-6/ind.
E 3.27:4/7-12/ind. (semiannual, not cumulative)
E 3.27:4/1-12/ind. (2d, cumulative issue)

E. Supplements.

A.
If issued three or more times a year with the same title, they will be given the same classification number and recorded on the contin card.

1. These will probably be issued as a supplement to a specific issue.

e.g. A 105.23:3/5/supp.

If not issued to a particular issue, use date or volume no./supp.-nos.

e.g. FR 26.15:979/supp.-2
GS 3.18:12/supp.-6

B.
If issued annually, semiannually or infrequently. If there is no special title, then give it the same classification number as the contin stem and catalog separately.

C.
With separate title. Supplement issued annually, etc. with a separate title (such as the **Periodicals Supplement**) should be classed on a green slip, and given a separate classification number. These will require a different cataloging record.

**Summaries**

1. If connected by numbering to a contin, such as no. 13 of a monthly, or no. 5 of a quarterly, etc., then give it the same classification number as the contin, and treat it as such.

e.g. C 3.158:M 28 (80)-13

2. Otherwise, all annual summaries should be classed on green slips and cataloged separately. If classed by date, then give the summary a separate classification number.

e.g. **Medicaid management reports** (quarterly) HE 22.410:
**Medicaid management report. Annual summary:** HE 22.410/2:

### Abbreviations and shortened words

In an effort to keep the classes short and compact, many abbreviations and otherwise shortened words are used when necessary to describe a particular publication. Always use lower case letters.

Use the following abbreviations for these terms which may or may not appear on the documents, but are needed in the class number:

| | |
|---|---|
| Addenda, addendum | add. |
| Amendment, amendments | amdt. |
| Appendix, appendices | app. |
| Book, books | bk. |
| Change, changes | ch. |
| Chapter, chapters | chap. |
| Corrected copy | corr. |
| Correction sheet | corr.sh. |
| Index | ind. |
| Module | mod. |
| Number | no. |
| Page, pages | p. (when followed by page numbers) |
| Part, parts | pt. |
| Preliminary | prelim. |
| Report, reports | rp. (not rp. *no.*) |
| Section, sections | sec. |
| Sheet, sheets | sh. |
| Subpart | subpt. |
| Summary, summaries | sum. |
| Supplement | supp. |
| Transmittal, transmittal sheet | trans. |
| Volume | v. |

Note that both singular and plural are treated as singular in the class.

Occasionally other words may be necessary in a class to separate two publications on the same subject. There may be a report and a descriptive brochure or folder on a particular project. Rather than give the folder a separate /(*no.*), thereby perhaps separating it from the project report, use the same class as the project report and add a slash and a word, shortened if necessary. The word may or may not be printed in the title. It could be **/desc.** (for description), **/folder,** or perhaps another word that has been used on the publication itself. The shortened version of words used may not be accepted abbreviations in general writing, but they will be descriptive for classification purposes. Be sure to shorten long words. No word should be longer than seven letters.

Sets of publications to be used together by instructors and students frequently require such descriptive words to keep the publications together as a set. Below are examples of shortened words that may be used when applicable. Some adjustment may be necessary depending on the wording of the publications themselves and what publications are included in the set.

| | |
|---|---|
| Workbook | wkbk. |
| Instructor's guide | inst. |
| Guidelines | guide |
| Student guide | stud. |
| Manual | man. |
| Course outline | course |

In most cases it is not necessary to use more than one word to identify the publication. The use of the words is flexible to fit the particular set of publications being classified.

For example: A set includes a study guide, an instructor's guide, a student workbook, and course outline.

| | |
|---|---|
| Study guide | guide |
| Instructor's guide | inst. |

| | |
|---|---|
| Student workbook | wkbk. |
| Course outline | course |

Since there are two guides, the word guide was used on the study guide. The same set could also be done as follows:

| | |
|---|---|
| Study guide | study |
| Instructor's guide | guide |
| Student workbook | stud. |
| Course outline | course |

If later a student manual appeared, it could be classed **/man.**

If there are several sets of such publications in one class, be consistent in the designations used within that class. Since the sets of publications vary so much in format and wording, it is difficult to make a hard and fast rule that can be applied to the best advantage to each set.

### Length of class number

A classification number can have as many characters as can be input in the 099 field of an OCLC record. The current limit is 47 characters, but this number might change. One solution for classification numbers having more than 47 characters is to use ". . ."

### Basic manuals and changes

Basic manuals are publications issued in looseleaf format which are updated by transmittal or change sheets issued periodically. After a number of changes have been issued, a consolidated reprint may be issued incorporating the basic manual and all changes to date. In many cases a new edition will be issued later. The following are guidelines for classifying such manuals.

These are basic guidelines for standard cases. The nature of basic manuals is such that they frequently do not follow the standard pattern. Individual decisions will need to be made on a case-by-case basis.

**Basic manuals.** It is preferable that basic manuals with frequent changes be given separate classes, rather than be included in general **Handbooks, manuals, guides** classes. This should be applied only when new basics are received, so that the new class begins with a basic edition. A new basic may be a completely revised edition, or a reprint of an earlier edition incorporating all changes to date.

When classing the basic always include the date of issuance in the class. This date will be used for all future publications until a new basic is issued.

Examples: A 103.8/3:973
TD 4.308:Ae 8/981

Prior to 1985, if a basic was classed as part of a numbered series and the same number was retained for each edition, a number was used to indicate successive editions. In the future, add /(date) to the class.

| | | |
|---|---|---|
| Examples: | TD 4.6:124 | 1st edition |
| | TD 4.6:124/2 | 2nd edition |
| | TD 4.6:124/985 | 3rd edition |

Occasionally a basic will be called **installment 1** or **transmittal 1.** Use the date in the class, but do not class as **transmittal** or **installment 1.**

**Changes, transmittal sheets, etc.** Most change sheets will bear a numerical or chronological designation which is included in the class along with the date of the basic edition. In general, use the designation given; do not create numbers.

Unfortunately there is little consistency in the numbering of change sheets in accordance with the issuance of basic manuals. In theory, when a new edition is published the number-

ing should revert to number one. This is not always the case. Thus, the classifier must be aware of new editions so that the appropriate date can be added to the change sheets.

**Reprints.** Frequently a basic and its changes will be consolidated and reprinted through a particular change or date. This will constitute a new edition for classification purposes.

### Dates and volume numbers, or Volume numbers and dates

The question of whether to use the date or the volume number first arises frequently. Which is used first in the class depends on the publication and the meaning of the date and volume numbers in the class.

If the publication being classified is one of a set of publications which reports on a year's activities, the date will come first, then the volume number. Each volume may cover a specific subject. A publication may be divided into volumes only because of the quantity of material, with no specific titles to the volumes.

Examples:

| | |
|---|---|
| S 1.1:951/v.5 | Foreign relations of the United States, 1951; volume 5, The Near East and Africa. |
| S 1.1:951/v.6 | Foreign relations of the United States, 1951, volume 6, Asia and the Pacific. |

Occassionally a situation may arise when the volume number should be listed first. In this case the volumes may be used alone and are revised individually and irregularly.

Examples: D 7.6/4:D 26/v.4/981
D 7.6/4:D 26/v.9/982

These are volumes of the Defense integrated data system procedures manual.

Volume 4 is entitled Item identification, volume 9 is Document identifier code input/output formation.

Using the date first in this case would make it difficult for the user to discover the latest edition of the volume he wanted to use. The logical organization is to keep the set together by volume number with the latest edition being in the set. Filing by date would not keep the volumes in order unless they were all revised the same year.

### Foreign language publications

A foreign language publication is classified the same as the English edition with a slash followed by the name of the language spelled out at the end of the class.

Examples:

| | |
|---|---|
| HE 20.3038:R 11 | The search for health: Rabies, a dreaded disease. |
| HE 20.3038:R 11/Spanish | En busca de buena salud: La rabia, enfermedad temible. |

Capitalize the name of the language. This is one of the rare exceptions to the rule of using lower case letters when words are added at the end of the class.

The English word that is Cuttered and its equivalent in the foreign language may not be spelled alike, but the Cutter for the English word is used in both classes.

**Changes within classes.** The use of adequate references will eliminate many errors. Notes should be placed in appropriate places when classes are changed, or the method of classifying within the class is changed. This may involve changing from Cutters to numbers, from 2-figure to 3-figure Cutter table, changing the Cutter word of a

particular title for one reason or another, etc.

**Part numbers, chapter numbers, section numbers, etc.**

Part, chapter, title, section or other numbers may be needed at the end of classes for any type of publications. Usually the need will be apparent from the titles and format of the publications. These are added as necessary after a slash at the end of the class. Occasionally you may need to use more than one of these designations on a single publication, but be careful not to use more than are necessary.

A good example is **Code of Federal regulations, Title 20, Employees' benefits, Parts 1–399, Revised April 1, 1985.** The class is:

AE 2.106/3:20/pt.1–399/985

**Preliminary and final reports**

When a preliminary or draft report is classified use **/prelim.** or **/draft** at the end of the class. When the final edition is received, use the same class without the **/prelim.** or **/draft.** In most cases it is not necessary to use **/final** in the class for the final report.

Examples:

| | |
|---|---|
| I 1.98:C 63/7 | Final Uinta-Southwestern Utah regional coal environmental impact statement. |
| I 1.98:C 63/7/draft | Draft Uinta-Southwestern Utah regional coal environmental impact statement. |

**Reprints**

A reprint is a new printing of an item made from the original type image. The printing may reproduce the original exactly, or it may contain more or less slight variations, such as changes in names of officials, or in date of printing.

Reprints are not classified. However, if the basic is not received in the library but a reprint is, the latter will be classed using the regular methods of classification; never add /rep. Prior to 1985, reprints of looseleaf material incorporating changes were classified by adding /rep. at the end of the original class. This indicated that it was not an exact reprint; instead, it had additional material.

**Revised pages, changes, errata, correction sheets, etc.**

Amendments, changes, revised pages, corrections, errata, etc., are issued frequently to modify publications which have been printed. To classify these, use the class for the original publication followed by a slash (/) and descriptive letters to identify the amending publications.

**Amendments.** Use the class on the original publication and add **/amdt.** The publication may read **amendment, amendments,** or **amendment sheet** but the class should use the abbreviation for the singular form. No other letters are necessary.

If another amendment to the same publication is issued and does not carry a number, use a hyphen and the figure **2.**

Examples: /amdt.–2

Continue adding numbers to each successive amendment so that each publication has a distinctive number.

If the amendment number is printed on the publication, use that number in the class.

Examples: /amdt. 1
/amdt. 82–1

A hyphen between **amdt.** and the number indicates that the amendment

itself did not have a number printed on it. If there is no hyphen, that indicates that the amendment number was printed on the publication.

**Changes.** Change sheets are handled in the same way as the amendments, using the abbreviation **ch.**, and the hyphen if the change numbers are not printed on the publication.

Examples: /ch. Number not printed on the publication.
/ch.–3 Number not printed on the publication.
/ch.5 Number is printed on the publication.

**Erratum, Errata.**

Classification of errata sheets for publications may be handled in several ways depending on how they were issued by the agency or received by the Library Programs Service.

1) An errata sheet that is a bound page in a document requires no action.
2) Errata sheet that are inserted in a publication at the time of receipt should be classified the same as the parent document with addition of /errata. This class is for identification purposes only, in the event that the parts become separated during handling. No individual temporary card is needed, but the temporary card for the parent publication should be annotated to show that an errata was also issued.
3) A separately issued errata sheet should have its own SuDocs class number, which is based on the class of the parent document with the addition /errata.

Examples:

| | |
|---|---|
| HE 20.3152:C 48 | (parent document) |
| HE 20.3152:C 48/errata | (separately issued errata) |

4) A separately issued errata whose parent publication has not been received should not be classified.

**Corrections and correction sheets.** To distinguish between corrected copies and corrections sheets, use **/corr.sh.** at the end of the class for a list of corrections. Very likely the only word in the title or heading will be **Corrections.** A corrected copy of the whole publication is classified **/corr.** and all correction lists are classified **/corr.sh.**

**Revised pages and transmittals.** Revised pages are classified **/rev.pages.** It is important to include the word pages in the class, to distinguish from a revised edition of the complete publication. Sometimes it is helpful to include the page numbers in the class, particularly if many revised pages are issued at different times.

Often revised pages are issued to looseleaf material, and the agency numbers the transmittals. Use the words and numbers that the agency assigns whenever possible. This may result in /rev.pages 2 or /trans.2 in the class. Study previous examples in the series and follow that practice.

**Summaries, executive summaries, etc.**

All summaries, executive or otherwise, are classified by using **/sum.** at the end of the class. Other words should not be used with **/sum.** unless it is necessary to avoid conflict with a class already used. Thus, an executive summary would be classified **/sum.** unless that designation has already been used in the class.

**Two or more types or publications issued in a set**

All publications in a set with a common title may or may not be the same type of material. There may be

a report with an accompanying map, for example. Each will have a separate class number written on it. Classify the report in its appropriate class. Classify the map by using the same number as assigned to the report and add **/map** at the end of the class. Do not classify a map in a **Maps and charts** class if it is part of a set, or is to be used with another publication.

Another set with a common title but no volume numbers may include a bibliography, a manual, a report, and a chart. Decide which publication is the main publication and classify in the appropriate class. Classify the other publications with the main publication by using the class for the main publication, a slash, then a word or shortened word for each of the other publications.

If the publications have similar titles but are not issued as a set, classify the publications separately, each in its appropriate class.

**Locally assigned SuDocs Numbers**

Government publications are classified once they are received at the Library Programs Service. GPO receives numerous requests from libraries wanting a SuDocs classification number for fugitive publications. To alleviate this problem, GPO suggests two methods for libraries to construct their own SuDocs classes. However, every library should work out a method that best serves its own needs and patrons, and should feel completely free in assigning these numbers.

1) For documents falling in existing classes, the class stem in the **List of Classes** can be used, a Cutter number, date, or series number is added after the colon, and an arbitrary designation such as "X" is placed at the end to indicate that it is a locally assigned number.
2) After General Publication classes, the numbers 2 through 9 or 2 through 14, after the latter part of 1985 when dealing with new offices, bureaus, departments, etc., are slashed, and 2 through infinity are dashed if needed.

Examples: A 1.2/2:
A 112.2/14:

Agencies having all publications listed in a single class, like the Y.4's (Congressional committees), will use the above system with the only class available.

Examples: Y 4.Ag 8/3-4:

**Administration:** see the definition for bureau.

**Agency:** any Government organization, independent or otherwise.

**Bureau:** used for subordinate organizations.

**Contin:** a serial publication that is issued three or more times a year, and intended to be continued indefinitely.

**Department:** the Government organizations whose secretaries form the President's cabinet.

**Edition:** a new printing of an item that contains well-defined variations-pagination, publisher, series number, author, title, etc.

**Government author:** see the definition for publisher.

**Issuing agency:** see the definition for publisher.

**Jacket number:** a five or six numerical digit code assigned by GPO to all jobs submitted for printing by different Government agencies. This number ordinarily is found on the last couple pages of the publication. Example: 461–539

**Map:** a two-dimensional representation of a portion of the earth's surface, including navigational charts, in which the text or illustrative material is subordinate in extent or importance to the cartographic content.

**Office:** see the definition for bureau.

**Periodical:** a serial that is issued more frequently than annual. However, for practical purposes GPO has equated periodicals with contins.

**Preprint:** a portion of a publication issued in advance of the completed publication.

**Publication:** any Government issuance, whether it is a pamphlet, book, map, microfiche, serial, contin, etc. The same basic classification rules apply to all.

**Publisher:** (ALA's definition): the person, firm, or corporate body undertaking the responsibility (i.e. authority) for the issue of a book or other printed matter to the public.

**Reprint:** a new printing of a publication which has no changes from the original. The text, series number, pagination, etc. are the same.

**Separate:** reprint of a separate article from a Government publication.

**Serial.**

A serial is a publication in any medium; a) issued in successive parts bearing numerical or chronological designations; b) intended to be continued indefinitely; and c) having a title that is common to all issues. Original intent of the publisher is important when considering requirement "b" above. Frequently, classifiers will encounter publications that meet requirements "a" and "b", but each issue has a distinctive title only, and therefore, it cannot be considered to be a serial.

Ex. of a serial: *First annual report of the United States Bureau of Efficiency for fiscal year 1985.*

Serial publications will aways have an "s" in the Bibliographic level fixed field (Bib lvl) of all OCLC records. An easy way to determine whether a publication is a serial or a contin is by looking at the Frequency fixed field (Frequn) in OCLC. The values for this field are as follows:

Blank: irregular; d: daily; i: three times a week; w: weekly; j: three times a month; e: biweekly (every two weeks); s: semimonthly (twice a month); m: monthly; b: bimonthly (every two months); q: quarterly; t: three times a year; f: semiannual (twice a year); a: annual; g: biennial (every two years); h: triennial (every three years); z: other; u: unknown; c: semiweekly (twice a week)

Most serial records will repeat the information found in the Frequency fixed field in the 310 area. The reason for this is that 310 field prints in the OCLC permanent cards, while the fixed fields do not. This makes it unnecessary to remember what the codes in the Frequn fixed field stand for.

The presence of an ISSN (International Standard Serial Number) usually indicates that the publication is a serial. However, this is not always the case: the ISSN is sometimes assigned to the monographic series of which the publication is a part, and not to the titles of the publication itself.

**Series:** a common title assigned to a countinuing group of publications.

☆ U.S. GOVERNMENT PRINTING OFFICE: 1986-488-048